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Annual training test

Name: _____ Date: _____ Position: Home Care Aid

Provide at least 5 roles of a caregiver/HCA

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Explain at least 5 expectations from a caregiver/HCA

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Fill in T if the answer is true or F if the answer is false

1. ___ A client requiring 24/7 care must never be left alone in the home for any reason.
2. ___ Any changes to services or schedule must be done through the office.
3. ___ HCA's on extended stay or live-in assignments are expected to bring their own toiletries.
4. ___ An HCA can accept gifts or tips.
5. ___ A client phone can only be used to call 911 or, with client approval, the home office.
6. ___ HCA's are allowed to administer medication, take blood pressure and offer medical advice.
7. ___ An HCA is allowed to remind clients about medications and upcoming appointments.
8. ___ A client can assign an HCA to act as a trustee or beneficiary of their will or living trust.
9. ___ An HCA can borrow money from a client.
10. ___ An HCA can work privately for a client, as long as the client is agreeable.
11. ___ An HCA must have a current HCA Registration, State ID and CPR certificate to be assigned.
12. ___ HCA's are not mandated reporters when it comes to elder abuse.
13. ___ A valid driver's license, car registration, proof of insurance and a recent driving record must be on file with the office before driving a client.
14. ___ Hand washing is the single best way to prevent the spread of infection.
15. ___ There are ways to safely redirect a forgetful or agitated client.
16. ___ Being chronically late or not showing up for a shift is grounds for termination.

Test taker signature: _____ Trainer signature: _____