

# The Department of Medical Assistance Services

## PERSONAL CARE AIDE CURRICULUM

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### DEFINITIONS

Activities of daily living (ADL) - Personal care tasks such as bathing, dressing, toileting, dressing, eating, and ambulating.

Bathing - The process of washing the body or body parts, including getting to or obtaining the bathing water and/or equipment whether this is in the bed, shower or tub.

Body Mechanics - Process of using proper body alignment when moving a recipient to prevent injury to the recipient and the personal care aide.

Bowel movement - The physiological process of emptying feces from the bowel.

Complete bath - Bathing the recipient from head to toe, whether in the shower, tub, or bed.

Condom catheter - A condom type covering over the penis to collect urine through a tube into a collection bag.

Decubitus - A sore that usually develops over a bony part of the body. It is also known as a bedsore or a pressure sore.

Department of Medical Assistance Services (DMAS) – Medicaid of Virginia

Dependent - Unable to care for one's self. Someone must perform care for the recipient.

Dressing - The process of putting on, fastening, or taking off all items of clothing, braces, and artificial limbs that are worn daily by the recipient. This includes obtaining and replacing the items from a storage area in the immediate environment.

Eating/Feeding - The process of getting food by various means from the receptacle (plate, cup, bowl, glass, and bottle) into the body.

Extremity - Refers to arms or legs.

Foley Catheter - a tube in the urethra to collect urine.

Grooming - The process of brushing the recipient's teeth, cleaning dentures, combing or brushing hair, and shaving.

Housekeeping - Cleaning of the living areas used by the recipient. Such as cleaning the kitchen after preparing a meal for the recipient, making the recipient's bed, changing the linens, mopping the floor or cleaning the bathroom if the recipient uses it. This also includes washing the recipient's laundry as needed.

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Nothing per oral (NPO) - Nothing by mouth includes food, drinks, and medications.

Partial bath - Bathing only parts of the recipient rather than the entire body.

Personal Care - Services provided by a Medicaid provider agency to assist the recipient with activities of daily living.

Personal Care Aide (PCA) - Someone who has taken and passed a 40 hour training program with emphasis on how to provide personal care to recipients in the home environment

Plan of Care (POC) - Those activities and services that a recipient needs. A form used by the provider agency to develop a plan for the number of hours, days of the week, and the tasks the personal care aide is to assist with.

Respite Care - A service provided to the live-in primary caregiver, to give him/her relief in the 24-hour responsibility of care.

Recipient - A person who meets the Virginia Medicaid eligibility criteria requirements and is receiving or has received medicaid services.

Supervision - A block of time specified on the plan of care to allow the PCA to be with the recipient to ensure safety. This is for a recipient who would not be capable of calling for assistance and therefore should not be left unattended.

Toileting - The process of getting to and from the toilet room for elimination of feces and urine, transferring on and off the toilet, cleaning one's self after elimination, and adjusting clothes.

Transferring - The process of moving horizontally and/or vertically between the bed, chair, wheelchair, and/or stretcher.

Universal (Standard) precautions - The technique of protecting oneself from the spread of infectious disease while providing care to the recipient and protecting the recipient from contracting a disease from the personal care provider.

Urination - The physiological process of emptying urine from the bladder.

Vital signs - blood pressure, pulse, temperature, and respirations. (BP, T, P, R)