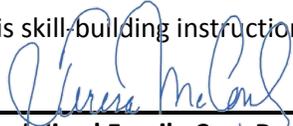


**SPECIALIZED FAMILY CARE  
Provider Training**

Category:	<b>Pre-Service Training</b>
Title:	<b>Personal Care: Basics</b>
Materials:	©Occupational Training Solutions video, Skills Tips
Goal:	Provider can safely and effectively assist persons in placement with basic personal care
Credit Hours:	1 hour
Date Developed:	January 2016
Developed by:	Occupational Training Solutions

This skill-building instruction has been approved for Specialized Family Care Provider training by:


1/1/2016

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**Specialized Family Care Program Manager**
**Date**

**Training Objectives:**

- Specialized Family Care Provider can safely and effectively assist a person in placement with basic personal care, including: nail and foot care, hearing aide care, dressing, and making an occupied bed.

**Training Procedures:**

- Specialized Family Care Provider initiated self-study via video
- Test completed by Specialized Family Care Provider
- Review of test responses by Family Based Care Specialist and Specialized Family Care Provider

I certify that I have completed all the materials associated with this training module. I feel that I have a basic understanding of the material completed.

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<b>Specialized Family Care Provider</b>	<b>Start Time</b>	<b>End Time</b>	<b>Date</b>
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**Reviewed by:** \_\_\_\_\_  
**Family Based Care Specialist**
**Date**

This Program is funded by the WV Department of Health & Human Resources, Bureau for Children & Families and administered by the Center for Excellence in Disabilities, West Virginia University.

## Nail Care

**Video Description:** This video shows a patient receiving nail care on one hand. It includes cleaning and filing the nails.

### Skills Tips

#### Things to Remember:

- If you have permission to trim nails, trim the nails straight across and do not trim the nails too short. You may use a nail file to get the nails shorter.
- Trim nails after bathing or after soaking the nails in warm water for about 10 minutes. This will help avoid nail splitting or cracking.
- Use an orange stick to clean the nails. Use the flat end to clean under the nails.
- These are disposable and used one time only.

#### Things to Report:

- Pain, discomfort, sores, blisters, bruises, abrasions, or redness on the hands

## Foot Care

**Video Description:** This video demonstrates proper foot care including cleansing and applying lotion.

### Skills Tips

#### Things to Remember:

- When cleaning feet, be sure to wash, rinse, and dry thoroughly between the toes.
- Check feet and between the toes for redness, open areas, sores, blisters, and abrasions.
- If using lotion, be sure to wipe any extra lotion from between the toes. Check with your supervisor to see if you are allowed to cut patient toenails. Never cut toenails too short; you can use a file to safely get them shorter.
- Foot care should be done after bathing or after the feet have been soaked in warm water for about 10 minutes. This will help avoid the nail splitting or cracking. Check the heels when doing foot care as this is a common place for skin breakdown.

#### Things to Report:

- Pain, discomfort or swelling in the feet
- Redness, open areas, sores, blisters, and/or abrasions on the feet or between the toes

# Anti-Embolism Stockings

**Video Description:** In this video, a knee high anti-embolism stocking is applied to a patient while they are in bed.

## Skills Tips

### Things to Remember:

- Apply stockings before the patient gets out of bed and before swelling begins.
- Be sure stockings are wrinkle free. Do NOT fold stockings over if they are too long. This could cut off the circulation to the leg.
- Check stockings throughout the day to be sure they have not slipped down and caused wrinkles. A good time to check stockings is during toileting.
- If appropriate, teach the patient what their stockings should look like so they can check for wrinkles and bunching.
- Stockings should be tight and difficult to put on if they are the correct size. Clean the stockings at night with soap and water in the sink and hang the stockings up to dry. Wrap the stockings up in a towel to wring them out before hanging them up so they don't cause a pool of water on the floor.

### Things to Report:

- The stockings are too loose, too tight, too long, or too short
- The patient has edema that is seeping
- The patient has warm or reddened areas on their legs
- Increased edema

# Hearing Aide

**Video Description:** This video demonstrates hearing aide placement, cleaning, and how to check to see that the hearing aide is working properly.

## Skills Tips

### Things to Remember:

- Check the hearing aide to be sure it is working before putting it in the patient's ear. You can do this by turning on the hearing aide and cupping your hands around it. You should hear a whistling sound.
- Turn off the hearing aide or remove the battery any time the patient is not using the hearing aide.
- Do not let moisture get into the hearing aide; this includes water and hairspray. Do not take your patient into the shower with their hearing aides in.
- Make sure hearing aides are put in a safe place at night, preferably a container marked with the patient's name.

### Things to Report:

- The hearing aides are not working even with new batteries
- The patient cannot hear with the hearing aide in and working

- You notice wax build up in the patient's ear or on the end of the hearing aide
- Any crack or break noted in the hearing aide
- The hearing aide is not fitting properly

## Dressing

**Video Description:** In this video, a patient with an affected side is assisted with dressing while in bed. This video also includes transferring a patient from the bed to a wheelchair and pull-up placement.

### Skills Tips

#### Things to Remember:

- If your patient has an affected side, remove clothing from the unaffected side first.
- Put clothing on the affected side first.
- If your patient has trouble standing or uses a lift, you may want to put their pants on while still in bed.
- It is ok to put shoes on your patient in bed if they have trouble sitting up.
- If the patient is getting up into a wheelchair, you may assist them with pants and shoes in bed and then put the shirt on once they are in the wheelchair.
- The patient should be wearing non-skid footwear prior to standing.

#### Things to Report:

- Change in the patient's ability to dress one's self
- Pain or discomfort with dressing
- Patient refusal to get dressed

## Occupied Bed

**Video Description:** This video demonstrates changing an occupied bed with a bed bound patient.

### Skills Tips

#### Things to Remember:

- Wear gloves if linens may be soiled.
- Raise the side rail before rolling your patient.
- Roll linen as tightly as possible to reduce discomfort for your patient.  
A void over exposing the patient during the procedure.
- Avoid touching linen against your body.
- Get assistance when changing the bed if your patient is unable to assist themselves with rolling.
- If able, assist the patient out of bed and change the bed without the patient in it.

#### Things to Report:

- If the patient has any pain or discomfort during the procedure