

HOME HEALTH & HOSPICE AIDE COMPETENCY PROCESS

The Oregon Association for Home Care (OAHC) developed the Home Health & Hospice Aide Competency as a standard for our industry.

The OAHC Education Committee developed and implemented a Code of Ethics for the Aide in Home Care, which identifies standards relating to the Aide contribution to patient care and responsibilities as a member of the health care team. Next the committee field-tested and implemented the online Home Health & Hospice Aide Competency Examination, as well as a manual skills checklist. This examination tests the basic competencies of individuals who have trained in accordance with the Oregon Nurse Practice Act, to work as nursing assistants.

The committee based the format of the examination on the Oregon Administrative Rules, the federal Medicare Conditions of Participation and the Hospice Conditions of Participation including nine points of emphasis relating to home care. The areas of emphasis include:

- ◆ using appropriate communication skills.
- ◆ observing, reporting and documenting patient care the Aide provides, including basic elements of body functioning and changes in body function that the Aide must report to the supervisor.
- ◆ identifying physical, emotional and developmental needs of, and ways to work with the population the home health agency serves, including the need for respect for the patient, his/her privacy and his/her property.
- ◆ maintaining a clean, safe and healthy environment.
- ◆ following infection control procedures.
- ◆ measuring basic nutrition and fluid intake, including food preparation techniques as appropriate.
- ◆ recognizing emergencies and how to follow emergency procedures.
- ◆ reading and recording temperature, pulse and respiration.
- ◆ recognizing basic elements of body functioning and changes in body function the Aide must report to the supervisor.

The testing agency will use the manual skills checklist to assess the Aide's competency in performing the mandated manual skills. The testing agency will receive the manual skills checklist as a separate document.

Biennially the OAHC Education Committee revises the examination and the Board of Directors approves the examination. Each test version has a two-year validity for competency of Aides. The committee provides a bibliography of resources, which agencies can use to address specific training needs of the Certified Nurse Assistant or Home Health & Hospice Aide.

Under the guidance and direction of the OAHC Education Committee, the testing agency will follow this process for examination of Home Health & Hospice Aides.

1. OAHC will send the testing guidelines and the Certification of Test Administration Procedures form to the requesting agency for review.
2. The requesting agency representative must then sign the Certification of Test Administration Procedures and submit this, plus a check for the test fee to the OAHC office. The requesting agency keeps the guidelines.

3. Upon receipt of the test fees and signed Competency of Test Administration Procedures form, the OAHC office will email the following information to the requesting agency representative:

- ❖ **RCTCLearn.Net User IDs**

Each Home Health/Hospice Aide should have their own ID to log into the RCTCLearn.Net system. Only agencies who are not currently using the RCTCLearn.Net program will receive IDs.

- ❖ **Five (5) or more Exam Tokens**

These tokens allow the Aides to access the exam in their online courses.

- ❖ **Two (2) Proctor IDs**

RNs proctoring the exam can log into the RCTCLearn.Net program and check the Aides progress.

- ❖ **Skills Checklist**

The agency should use this after the Aide has passed all 12 sections of the exam and the Aide receives her certificate of competency.

- ❖ **Student Guide**

Step by step guide on how to start the exam and navigate the online system.

Educational programs or agencies other than licensed agencies may purchase the online exam for use in competency testing of aides, providing the purchasing entity has an RN available who has the qualifications to competency test Home Health & Hospice Aides and certifies that he/she will follow the OAHC guidelines. These entities will also have use of the materials for the two-year time frame and must purchase a new online exam for use beyond the stated expiration date. Licensed and certified agencies should only accept competency testing done by these agencies or programs only if agency policy allows. Certified non-licensed agencies and certified licensed agencies will follow the same online test request procedure.

Orientation & Competency Achievement Study Guide

Buy Study Guide AND Exam and SAVE!

OAHC Members	\$83 (+\$4.00 processing & handling) With Purchase of Exam \$330 (+\$4.00 processing & handling) Without Purchase of Exam
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Non-Members	\$138 (+\$4.00 processing & handling) With Purchase of Exam \$605 (+\$4.00 processing & handling) Without Purchase of Exam
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Home Health & Hospice Aide Competency Fee Schedule

OAHC Members	Exam (includes 5 Aide testing tokens)	\$195.00 (+\$4.00 processing & handling)
	5 additional testing tokens	+\$55.00
	10 or more testing tokens	+\$130.00

Non-Members	Exam (includes 5 Aide testing tokens)	\$440.00 (+\$4.00 processing & handling)
	5 additional testing tokens	+\$55.00
	10 or more testing tokens	+\$130.00