**Listing of Advanced Home Health Aide Required Skills:**

1. **Handwashing**
2. **Alcohol-Based Hand Cleaners**
3. **Gloving**
4. **Administering Oral Medications**
5. **Administering Eye Drops**
6. **Administering Ear Drops**
7. **Instilling Nasal Drops**
8. **Applying a Transdermal Patch**
9. **Administering a Vaginal Cream**
10. **Administering a Rectal Suppository**
11. **Administering Medication by Inhalation**
12. **Administering Subcutaneous Injections**
13. **Administering Intra-Muscular Injections**
14. **Administering Medication by Nebulizer**
15. **Oxygen Therapy Assistance**
16. **Administering Topical Medications**

**Title of Task/Skill:**

**Handwashing**

\*\*This task must be performed in the clinical setting for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Assembles equipment: soap, paper towels. |
|  | Uses clean towel if no paper towels are available. |
|  | Rolls up sleeves and removes jewelry and or watch (if applicable). |
|  | Wets hands under warm running water. |
|  | Applies generous amounts of soap and lathers hands well for at least 20 seconds. |
|  | Washes entire surface of hands, fingers and nails. |
|  | Rinses hands thoroughly under warm running water with hands lower than wrists. |
|  | Dries hands with the clean paper towel or clean towel. |
|  | Turns off water with the used cloth or towel instead of bare hands. |
|  | Is mindful not to contaminate hands prior to next task. |

**Title of Task/Skill:**

**Use of Alcohol-Based Hand Sanitizer**

\*\*This task must be performed in the clinical setting for competency testing.

(Use only when handwashing station is unavailable)

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Removes jewelry (if applicable). (May leave a plain wedding band in place). |
|  | Checks the product label for instructions on correct amount of sanitizer to be added to hands. |
|  | Applies the correct amount of product in the palm of one hand. |
|  | Rubs hands together, covering all surfaces of the hands and fingers. Includes the fingertips and fingernails. |
|  | Allows time to dry (15 seconds at least). |
|  | Is careful not to contaminate hands after the procedure. |

**Title of Task/Skill:**

**Gloving**

\*\*This task must be performed in the clinical setting for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects proper glove size in proportion to hand size per manufacturer’s recommendations. |
|  | Inspects for any imperfections in gloves (holes or any other defects). |
|  | Places gloves on dry hands without damaging or soiling gloves. |
|  | (For removal of gloves) If soiled, uses dominant hand to grab the opposite glove’s cuff on the outside area. Removes the opposite glove, turning it inside out as it is removed. Holds removed glove in the remaining gloved hand. |
|  | Using the now exposed hand, slides fingers under the glove careful not to touch the outside of the soiled glove. Gently removes second glove, pulling it over the first glove. |
|  | Disposes of soiled gloves in appropriate container. |
|  | Performs hand hygiene as outlined in task/skill of handwashing/alcohol-based hand cleaners. |

**Title of Task/Skill:**

**Administering Oral Medications**

\*\*This task must be performed in the clinical setting for competency testing.

Note: This task must be performed on at least 5 different occasions for competency testing. Five separate Instructor Evaluation Skills Checklists should be maintained in student record.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering oral medications. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects correct medications per the patients record. |
|  | Checks expiration date and inspects for any imperfections in packaging. |
|  | Selects correct fluid for patient to take with medications per RN’s written instructions. |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Instructs or assists patient to proper upright position. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Considers the 6 rights of medication administration. |
|  | Explains that the task will be performed. |
|  | Gives medications as per written instructions by RN. |
|  | Remains with patient until all medications have been swallowed. Does not leave medications at bedside. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

 **Administering Eye Drops**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering eye drops. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects correct medications per the patients record. |
|  | Checks expiration date and inspects for any or possible contamination (for example: whether drug is cloudy when should be clear). |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Cleans eyelids/lashes of any drainage with a clean, warm water cloth. Is careful not to use any area of the cloth twice. Uses inner to outer eye motion with one swipe motion. |
|  | Verifies correct eye (s) with patient. |
|  | Has patient tilt head back slightly (if possible). |
|  | Removes cap to eye drops, careful not to touch or contaminate the top of the bottle. |
|  | Inverts bottle. Has patient look up. Uses thumb and pointing/and or index finger to assist with keeping eye open. |
|  | Shortly after using the motion to keep eye open, does not delay and immediately instills the correct number of drops into the correct eye as per RN’s written instructions. |
|  | Is careful to not allow the tip of bottle to touch any part of the eye. |
|  | Instills eye drop(s) per RN’s written instructions. |
|  | Has patient close eyes, and gently applies pressure to inner eye in a slow gentle massaging motion. |
|  | Repeats same process for the other eye (if applicable). |
|  | Offers tissue or clean cloth and assists (if needed). |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering Ear Drops**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering ear drops. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects correct medications per the patients record. |
|  | Checks expiration date and inspects for any imperfections in packaging. |
|  | Transports medications to patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Cleanses external ear with cotton ball or clean cloth using warm water or normal saline. |
|  | Verifies correct ear (s) with patient. |
|  | Pulls up medication into dropper. Does not place excess medication back in bottle. |
|  | Has patient tilt head (if able) and ear to be medicated is uppermost. |
|  | Straightens ear canal by gently pulling up and back on ear. |
|  | Places dropper just above ear canal, careful not to touch the ear with the dropper. |
|  | Releases ear but keeps patient on side. |
|  | Gently presses on outside of ear to massage the medication in. |
|  | Reviews the 6 rights of medication administration. |
|  | Gives medications as per written instructions by RN.  |
|  | Offers tissue or clean cloth. |
|  | Repeats process for the other ear (if applicable). |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

 **Title of Task/Skill:**

 **Instilling Nasal Drops**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering nasal drops. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects the correct medication per the patients record. |
|  | Checks expiration date and inspects for any or possible contamination (for example: whether drug is cloudy when should be clear). |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Gives tissues to patient and instructs patient to blow their nose. |
|  | Pulls up medication into dropper. Does not place excess medication back in bottle. |
|  | Has patient sit upright, and tilt head back (if possible). Supports neck with pillow. |
|  | Reviews the 6 rights of medication administration. |
|  | Places dropper just above nares, careful not to touch the nares with the dropper. |
|  | Instills correct amount of medication as per RN’s written instructions. |
|  | Has patient stay in the same titled position (if possible) for 2-3 minutes (if possible). |
|  | Repeats process for other nares/side (if applicable). |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

 **Applying a Transdermal Patch**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on applying a Transdermal Patch. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects the correct medication per the patients record. |
|  | Checks expiration date and inspects for any or possible packaging defects (for example: open or damaged). |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Removes old patch (if applicable) and washes the site with a clean cloth using soap and water. Disposes of patch appropriately per RN’s written instructions. |
|  | Inspects new site and is careful to select an area free of hair/irritation or skin breakdown. Site is clean, dry and free of hair. |
|  | Applies new patch to correct site. |
|  | Firmly holds patch in place for approximately 10 seconds. |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering a Vaginal Cream**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering a vaginal cream. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects the correct medication per the patients record. |
|  | Checks expiration date and inspects for any or possible contamination (for example: whether drug is cloudy when should be clear). |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Has patient void prior to administration of medication. |
|  | Places patient in proper position (on back with knees flexed) (if possible). |
|  | Maintains privacy and ensures proper lighting available. |
|  | Spreads labia with non-dominant hand and cleanses vaginal area with a clean washcloth using warm water.  |
|  | Uses technique of a front to back (wipes toward rectal area) and does not use the same part of the washcloth more than once. |
|  | Removes gloves. Performs hand hygiene. Dons new gloves. |
|  | Fills applicator per RN’s written instructions. |
|  | Opens labia with non-dominant hand and applies cream gently with dominant hand. |
|  | Has patient remain lying for 5-10 minutes (if possible). |
|  | Disposes of applicator appropriately. |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Assists patient to more comfortable resting position. |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

 **Administering a Rectal Suppository**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering a rectal suppository. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects the correct medication per the patients record. |
|  | Checks expiration date and inspects for any possible contamination (for example: whether drug is cloudy when should be clear). |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Helps patient get to their left side.  |
|  | Maintains privacy and ensures proper lighting. |
|  | Removes suppository from wrapper and applies lubricant. |
|  | Follows RN’s written instructions as outlined in medical record. |
|  | Separates buttocks with non-dominant hand. |
|  | Inserts suppository with dominant hand (approximately 3-4 inches) into rectum. |
|  | Has patient remain on left side for at least 5 minutes (if possible). |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Assists patient to more comfortable resting position. |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering a Medication by Inhalation (Metered Dose Inhaler)**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Note: If patient has a different type of inhaler, instructor may sign off if all principles of this checklist are followed

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering medication by inhalation. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects the correct medication per the patients record. |
|  | Checks expiration date and inspects for any possible contamination. |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Follows RN’s written instructions for the inhaler. |
|  | Removes cap on mouthpiece of inhaler. |
|  | Instructs patient to exhale fully. |
|  | Instructs patient to form a seal over the inhaler mouthpiece. |
|  | Instructs patient to take a deep inhalation as medication is expelled from the inhaler. |
|  | Instructs patient to hold medication in for a period of 5 to 10 seconds. |
|  | Instructs patient to exhale slowly. |
|  | Waits appropriate amount of time prior to next inhalation as ordered (if applicable). |
|  | Replaces cap. |
|  | Has patient rinse mouth with tap water (if possible). |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering Medication by Subcutaneous Injection**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on giving the subcutaneous injection. Considers the 6 rights of medication administration. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Assembles equipment: gloves, needle and syringe with medication, alcohol pad, gauze and/or adhesive dressing. |
|  | Verifies that needle and pre-filled syringe has correct medication and correct dose in it. Checks expiration date and inspects needle and syringe for damage or possible contamination (for example: whether drug is cloudy when should be clear).  |
|  | Transports medications to patient not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Reviews the 6 rights of medication administration. |
|  | Explains that the task will be performed. |
|  | Identifies proper site for injection (avoids reddened areas or swollen areas). |
|  | Dons gloves. Prepares skin at desired injection site with an alcohol pad, allowing sufficient time to dry. |
|  | Hold skin taught. Uses darting motion and injects at a 45-90 degree angle. |
|  | Depresses the plunger and instills the medication. Removes needle. |
|  | Uses gauze or adhesive dressing to control any bleeding (when in doubt, leave adhesive dressing). |
|  | Does not recap needle. |
|  | Disposes of needle and syringe in sharps container. |
|  | Removes gloves and washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering Medication by Intramuscular Injection**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Calls 911 and recruits assistance. Delegates someone to call Supervising Nurse. |
|  | Reviews patient’s record and written instructions from RN on giving the Intramuscular Injection. (Verbalizes this task is performed only in an emergency) Considers the 6 rights of medication administration. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Assembles equipment: gloves, needle and pre-filled auto-injector syringe with medication, alcohol pad, gauze and/or adhesive dressing. |
|  | Transports medications to patient not letting medication out of sight. |
|  | Verifies that needle and syringe has correct medication and dose in it. Checks expiration date and inspects needle and syringe for damage or possible contamination (for example: whether drug is cloudy when should be clear). |
|  | Reviews the 6 rights of medication administration. |
|  | Explains that the task will be performed. |
|  | Identifies correct site for injection (avoids reddened areas or swollen areas). |
|  | Dons gloves. Prepares skin at desired injection site with an alcohol pad, allowing sufficient time to dry. |
|  | Hold skin taught. Uses darting motion and injects at a 70-90 degree angle. |
|  | Depresses the plunger and instills the medication. Removes needle. |
|  | Uses gauze or adhesive dressing to control any bleeding (when in doubt, leave adhesive dressing). |
|  | Does not recap needle. |
|  | Disposes of needle and syringe in sharps container. |
|  | Removes gloves and washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Stays with patient until EMS arrives and assumes care. |
|  | Documents procedure in patient’s chart with all appropriate details. |

 **Title of Task/Skill:**

**Administering Medication by Nebulizer**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering medication by nebulizer. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Selects correct medication per the patients record. |
|  | Checks expiration date and inspects for any possible contamination. |
|  | Transports medications to the patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Follows RN’s written instructions for the nebulizer. |
|  | Inspects nebulizer machine for cleanliness. Stops and calls RN if unable to proceed. |
|  | Removes medication cup from nebulizer and places premeasured inhaled medication as outlined by RN’s written instructions. |
|  | Puts filled medication cup back in nebulizer machine, and ensures it is ready to be turned on as per RN’s written instructions. |
|  | Has patient seal lips around the mouthpiece and instructs patient to inhale deeply and slowly while the nebulizer is turned on. |
|  | Ensures all medication is used from the cup. |
|  | Turns off machine. |
|  | Has patient rinse mouth out with water after treatment (if possible). |
|  | Cleans out cup and ensures nebulizer machine is ready for next usage. |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

 **Title of Task/Skill:**

**Oxygen Therapy Assistance**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on oxygen therapy. Considers the 6 rights of medication administration. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Verbalizes the AHHA will not adjust oxygen flow rates. |
|  | Dons gloves. |
|  | Explains that the task will be performed. |
|  | Demonstrates proper methods of taking off and putting on a nasal cannula. Places prongs in nostrils with tubing over ears. Adjusts tubing to comfortable but not constricted or too tight. |
|  | Demonstrates correct methods of taking off and putting on a mask such as those from a Continuous Positive Airway Pressure (CPAP) or a Bilevel Positive Airway Pressure (BIPAP) machine (Repeats first five steps as above). |
|  | Places face mask so that it covers the nose and mouth forming a firm seal that is not loose, but not so firm as to cause discomfort or skin breakdown (Follow RN’s written instructions regarding placing the mask). |
|  | Verbalizes the AHHA will not change or adjust the settings on the CPAP or BIPAP machine. |
|  | Ensures no air leaks by patient verbalization and no alarms on machine. |
|  | Calls RN immediately if unsure of leaks in mask. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |

**Title of Task/Skill:**

**Administering Topical Medications**

\*\* A student may demonstrate this task on a patient or in simulation in a skills laboratory for competency testing.

Instructor

Initials/Date: Student to demonstrate the following:

|  |  |
| --- | --- |
|  | Reviews patient’s record and written instructions from RN on administering topical medications. Considers the 6 rights of medication administration. Reviews patient allergies. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Select the correct medication per the patients record. |
|  | Checks expiration date and inspects for any or possible packaging defects (for example: open or damaged). |
|  | Transports medications to patient, not letting medication out of sight. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Explains that the task will be performed. |
|  | Dons gloves. |
|  | Reviews the 6 rights of medication administration. |
|  | Applies medication to correct site as per RN’s written instructions. |
|  | Removes gloves properly and disposes of appropriately. |
|  | Washes hands or uses alcohol-based sanitizer (if applicable). |
|  | Documents all appropriate details in patient record. |