

**WV PERSONAL CARE PROGRAM  
DIRECT CARE WORKER ANNUAL TRAINING VERIFICATION FORM**

**Employee Name:**

**Provider Agency/Personal Options:**

**I. PC Direct Care Worker Annual Training Requirements.** All PC Direct Care Workers must complete the following training areas annually and maintain them with no gaps in between trainings:

- 1) Cardiopulmonary Resuscitation (CPR) and First Aid: a copy of the CPR and First Aid cards must be must be maintained current as defined by the terms of the certifying agency
  - CPR: must be provided by a certified trainer from the American Heart Association, American Red Cross, American Health and Safety Institute, American CPR, or Emergency Care & Safety Institute. Skills must be demonstrated through successful hands-on skills demonstration. **SIGNATURE IS NOT REQUIRED IF CPR CARD IS PRESENT.**
  - First Aid: must be provided by an agency nurse, a certified trainer, or a qualified internet provider. **SIGNATURE NOT REQUIRED IF CPR CARD IS PRESENT AND FIRST AID INCLUDED IN THE TRAINING.**
- 2) Universal Precautions (OSHA): training on the precautions to be taken to eliminate the exposure to all blood, bodily fluids, and other potentially infectious materials. Conducted by agency nurse or other appropriately credentialed individual.
- 3) Abuse/Neglect/Exploitation Identification: must use training provided by WV BoSS.
- 4) HIPAA: must use training provided by WV BoSS.

Training Topic	Date	Start Time/Stop Time	Total Time	Location of Training	Source	Direct Care Worker Signature	Trainer Signature
CPR		n/a	n/a				
First Aid		n/a	n/a				
Universal Precautions (OSHA)							
Abuse/Neglect/Exploitation Identification					BoSS Curriculum		
HIPAA					BoSS Curriculum		

All training must meet the definition of competency based curriculum. Competency based curriculum is a training program which is designed to give people the skills they need to perform certain tasks and/or activities. The curriculum must have goals, objectives and an evaluation system to demonstrate competency in training areas.

*Keep completed scored test with DCW's name on it in file to demonstrate competency. For any tests with a below average score, document remediation taken to address this. For any internet training that included post-test, keep certificate of completion in file. Attach a copy of the CPR card to this training record.*

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**II. Direct Care Worker Service Knowledge and Skills Training.** All PC Direct Care Workers must have four (4) hours of training focused on enhancing direct care service delivery knowledge and skills. Specific on-the-job training with the member can be counted toward this requirement:

Training Topic	Date	Start Time/Stop Time	Total Time	Location of Training	Source (Name of books, articles, website, etc. or on-the-job training with the participant, trainer signature with credentials if in-person training by outside trainer)	Direct Care Worker Signature	Trainer Signature

**Verification of Training:** By signing this document, the Agency RN verifies the Direct Care Worker has completed all training and certifications required for employment.

*Keep completed scored test with DCW's name on it in file to demonstrate competency. For any tests with a below average score, document remediation taken to address this. For any internet training that included post-test, keep certificate of completion in file. Attach a copy of the CPR card to this training record.*