

## PERSONAL CARE SERVICES PROGRAM ANNUAL DIRECT CARE WORKER TRAINING VERIFICATION FORM

All PC Direct Care Workers must complete the following training areas annually and maintain them current. Current means no gaps in between trainings.

- Cardiopulmonary Resuscitation (CPR) and First Aid – a copy of the CPR and First Aid card/certificate 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.
  - First Aid: Must be provided by an agency nurse, a certified trainer, or an approved qualified internet provider.
- Universal Precautions (OSHA)
- Abuse/Neglect/Exploitation Identification: Must use OA approved trainings.
- HIPAA: Must use OA approved trainings.

Training Topic	Start Time	Stop Time	Date	Location of Training	Source
CPR	N/A	N/A			
First Aid	N/A	N/A			
Universal Precautions (OSHA)					
Abuse/Neglect/ Exploitation Identification					OA Curriculum
HIPAA					OA Curriculum

- **4 hours of training focusing on enhancing direct care services delivery knowledge and skills.**  
Member specific on-the-job training with the DCW can be counted toward this requirement:

Training Topic	Start Time	Stop Time	Date	Location of Training	Source (Name of books, articles, website, etc. or on-the-job training with the DCW, trainer signature with credentials if in-person training by outside trainer)



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**Verification of Training:** By signing below, the Agency RN verified the Direct Care Worker has completed the training and certifications required for employment.

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Agency RN	Name	Agency RN Signature	Date
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Employee Name	Employee Signature	Date
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*Please keep completed scored test with DCW's name on it in file to demonstrate competency. For any tests with a below average score, please document remediation taken to address this. For any internet training that included post-test, please keep certificate of completion in file. Please attach a copy of the official CPR card/certificate from the CPR provider agency to this training record.*