

**WV AGED AND DISABLED WAIVER PROGRAM
PERSONAL ATTENDANT INITIAL TRAINING VERIFICATION FORM**

Employee Name:

Provider Agency/Personal Options:

I. ADW Personal Attendant Initial Training Requirements. All ADW Personal Attendants must complete all of the following training areas before providing services for payment:

Training Topic	Date	Start Time/Stop Time	Total Time	Location of Training	Source	Personal Attendant Signature	Trainer Signature
CPR		n/a	n/a				
First Aid		n/a	n/a				
Universal Precautions (OSHA)							
Personal Attendant Skills							
Abuse/Neglect/Exploitation Identification					BoSS Curriculum		
HIPAA					BoSS Curriculum		
Direct Care Ethics							
Health and Welfare for Person Receiving Services							
Person-Centered Planning					BoSS Curriculum		

Verification of Training: By signing this document, the Agency RN verifies the Personal Attendant has completed all required training areas listed above.

Keep completed scored test with PA's name in file to demonstrate competency. For any tests with below average scores, document remediation taken to address this. For any internet training that included post-test, keep certificate of completion in file. If a new PA comes to you with a valid CPR card, make a copy and attach it to this training record.

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II. Training defined: All training must meet the definition of competency based curriculum*.

- a) Cardiopulmonary Resuscitation (CPR) and First Aid – a copy of the CPR and First Aid cards must be maintained current (no gaps in between) 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 skill 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 IS NOT REQUIRED IF CPR CARD IS PRESENT AND FIRST AID IS INCLUDED IN THE TRAINING.***
- b) 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 or qualified internet training provider.
- c) Personal Attendant Skills: training on assisting people with Activities of Daily Living (ADL's). Must be conducted by agency RN.
- d) Abuse/Neglect/Exploitation Identification: must use training provided by WV BoSS.
- e) HIPAA: must use training provided by WV BoSS.
- f) Direct Care Ethics: training on ethics such as promoting physical and emotional well-being, respect, integrity and responsibility, justice, fairness and equity. Must be provided by agency nurse, social worker/counselor, documented specialist** in this content area, or a qualified internet training provider.
- g) Health and Welfare for Person Receiving Services: include emergency plan response, fall prevention, home safety and risk management. Must be conducted by agency RN.
- h) Person-Centered Planning: must use training provided by WV BoSS.

* 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.

** If utilizing a documented specialist, documentation must exist that demonstrates the individual's specialist status.

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