

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

**Employee Name:**

**Provider Agency/Personal Options:**

- I. ADW Personal Attendant Annual Training Requirements.** All ADW Personal Attendants must complete the following training areas annually and maintain them with no gaps in between trainings:
- a) Cardiopulmonary Resuscitation (CPR) and First Aid: a copy of the CPR and First Aid cards must be maintained current as defined by the terms of the certifying agency.
    - *CPR: must be provided by a certified trainer from an approved provider per the OA. 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 IS NOT REQUIRED IF CPR CARD IS PRESENT AND FIRST AID IS INCLUDED IN THE TRAINING.** Online training is acceptable but must be from an approved provider per the OA.*
  - 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. *Staff has the option to test out with 70% competency. If unsuccessful, the entire training must be completed.*
  - c) Abuse/Neglect/Exploitation Identification: WV BoSS or prior approved curriculum. *Staff has the option to test out with 70% competency. If unsuccessful, the entire training must be completed.*
  - d) HIPAA: WV BoSS or prior approved curriculum. *Staff has the option to test out with 70% competency. If unsuccessful, the entire training must be completed.*

Training Topic	Date	Start Time/Stop time	Total Time	Location of Training	Source	Personal Attendant Signature	Trainer Signature
CPR		n/a	n/a		Approved provider/vendor		
First Aid		n/a	n/a		Approved provider/vendor		
Universal Precautions (OSHA)					Approved agency curriculum		
Abuse/Neglect/Exploitation Identification					BoSS or prior approved curriculum		
HIPAA					BoSS or prior approved curriculum		

*Keep completed scored test with PA'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. Make a copy of the CPR card and attach it to this training record.*

May 1, 2023



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**II. Direct Care Service Knowledge and Skills Training.** All ADW Personal Attendants must have four (4) hours of training focusing on enhancing direct care services delivery knowledge and skills. Specific on-the-job training with the participant 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)	Personal Attendant Signature	Trainer Signature

**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.**

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

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May 1, 2023

