








# PERSONAL CARE ASSISTANT TRAINING MANUAL

In an effort to better equip you with the skills and acquaint you with the basic principles of caring for clients in the home environment, Elite Nursing Services, Inc. is requiring all of its Personal Care Assistants to complete the Online Individualized PCA Training as required by Minnesota Department of Human Services, Minnesota Rule 9505.0335 (Personal Care Assistant). The training module covers the following topics:




## I. Overview of Personal Care Assistant (PCA) Program and People

-  PCA Process
-  Roles and Responsibilities
-  Communications
-  Professional Conduct

## II. Emergencies: Be Prepared

-  The Basics
-  Medical Emergencies
-  Non-Medical Emergencies

## III. Infection Control and Standard Precautions

-  Infection Control
-  Hand Washing
-  Standard Precautions



## IV. Body Mechanics

-  Body Mechanics

## V. Understanding Behaviors

-  Understanding Challenging Behaviors

## VI. Professional Boundaries, child and vulnerable adult maltreatment

-  Professional Boundaries
-  Maltreatment

## VII. Timecards and Documentation

-  Time Card

## VIII. Fraud

 Fraud

## IX. Stress, Personal Self-care & Support for the PCA Role

 Understanding Stress

### Online PCA Training Links

In order to begin the online training, you will need to either click on the link below or cut and paste it in your browser. Follow the instructions on each page of the training.

Online Individualized PCA Training:

[http://registrations.dhs.state.mn.us/PCACourse/index\\_en.htm](http://registrations.dhs.state.mn.us/PCACourse/index_en.htm)

PCA test for certification is also located on the DHS website at:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_151238](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_151238)