

DEPARTMENT OF SOCIAL SERVICES

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE
Commissioner



(518) 474-9475

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-70

Date: April 24, 1992

Division: Medical Assistance

TO: Local District Commissioners

SUBJECT: Personal Care Aide Scope of Practice

ATTACHMENTS: (A) Level I and II Personal Care Aide Functions
(available on-line)

(B) Resources for Training Home Care Paraprofessionals
(not available on-line)

The Department has received continual inquiries regarding the permissibility of specific tasks for the Personal Care Aide (PCA) Level II worker. In order to further define the tasks outlined in 505.14 (a) Definitions and Scope of Services, the Department has developed a list of permissible tasks for Level I and II workers (attachment A).

In 1989 the Departments of Social Services, Health and Education and the New York State Nurses Association, reviewed specific home care worker tasks. After extensive discussion and evaluation of the skills by all four parties it was felt that there were several additional skills which could be safely and effectively performed by the PCA Level II worker. These additional skills are:

- Assisting with the use of Elastic Support Stockings
- Assisting with a Condom Catheter
- Assisting with Daily Catheter Care
- Assisting with the Emptying of the Urinary Drainage Bag
- Weighing the Client
- Measuring Intake
- Measuring Urinary Output
- Use of the Hydraulic Lift

The 1989 edition of the Home Care Core Curriculum (HCCC) developed by the Department includes these skills and reflects the current scope of permissible tasks for the Level II worker.

In order to assure the quality of service and promote a standardized level of training for the Level II worker, the Department intends to mandate use of the 1989 HCCC for basic training. The administrative directive to accomplish this will be forthcoming. Many agencies have already amended their approved training plans to reflect use of the 1989 HCCC in anticipation of this change. To prepare for this future mandate, social service districts and provider agencies may wish to take the following action at this time:

- o Districts choosing to implement standardized PCA training and facilitate monitoring of these services should encourage agencies under contract for the provision of Title XIX Personal Care Services to amend their current Department approved personal care aide training plans to include the additional skills in the expanded PCA scope of practice.
- o Agencies using the 1986 HCCC should be informed that an updated version of the curriculum is available through the Social Services Resource Center. Amending a basic training plan to incorporate the 1989 revision of the HCCC will ensure compliance with the current scope of practice.
- o The enclosed Level I and II Personal Care Aide Functions and Tasks/Scope of Practice list (Appendix A) and information on how to obtain the 1989 HCCC (Appendix B) may be distributed to provider agencies in your district.
- o Any PCAs previously certified in a basic training program which does not meet the current scope of practice may receive instruction in the additional skills through inservice or on-the-job training. The HCCC content and skills check lists may be used for this purpose. Documentation of training and competency in each skill should be documented in the employee's file.

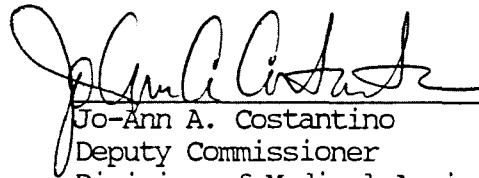
Agencies modifying their Department Approved Personal Care Aide training plan should be reminded that in accordance with 83 ADM-20, "Training for Personal Care Services Providers," Section III.C.3. Amendments to Approved Training Plans," any changes in the content, length, type of instructor, methods of documentation or assessment methodology of the Personal Care Aide training plan must be submitted to the local district and forwarded to this Department for approval PRIOR to implementation.

Date April 24, 1992

Trans. No. 92 LCM-70

Page No. 3

Questions regarding the PCA scope of practice, enclosed attachments or the 1989 revised HCC should be directed to Shirley Gnacik or Cynthia Buswell at 1-800-342-3715, ext. 64457 or 32345 respectively. Comments may be E-mailed to Debra Crola #OAS060.



Jo-Ann A. Costantino
Deputy Commissioner
Division of Medical Assistance

**LEVEL I AND II PERSONAL CARE AIDE
FUNCTIONS AND TASKS
SCOPE OF PRACTICE**

New York State Department of Social Services
Bureau of Long Term Care
Home Care Unit
40 North Pearl Street
Albany, NY 12243-001
3/5/92

TABLE OF CONTENTS
PERSONAL CARE TASKS AND FUNCTIONS

	PAGE
ENVIRONMENTAL SUPPORT	1
General housekeeping tasks	
NUTRITIONAL SUPPORT	2-3
Simple Modified Diets	2
Diabetic, Renal or Complex Diets	3
Nutritional Supplements	3
Gastric Gavage (tube feeding)	3
PERSONAL CARE FUNCTIONS	4-13
Bathing client	4
Skin Care	4
Grooming	5
Toileting	6
Walking	7
Transferring, Positioning, and Range of Motion	7
Medical Supplies and Special Equipment	8
Well Baby Care	9
Assisting with Changing a Clean Dressing	10
Assisting with Self-Administration of Medication	11
Simple Measurements	13
Safety and Accident Prevention	13

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

NUTRITIONAL SUPPORT

1. SIMPLE MODIFIED DIETS

(Defined as a change in one nutrient, amount of calories or mechanically altered.)

Examples include: low fiber, low fat, low cholesterol, low sugar, low sodium, low calorie, high fiber, high calorie, high protein, bland, soft, liquid, chopped ground, pureed.

- a. Develop menu
- b. Prepare grocery list
- c. Grocery shopping
- d. Prepare meals
- e. Assist with feeding
- f. Measure and record intake

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
X	X	
X	X	
X	X	
X	X	
	X	I
	X	I

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

NUTRITIONAL SUPPORT

2. DIABETIC, RENAL OR COMPLEX DIETS

(Complex diet defined as when a change in more than one of the following is ordered; a nutrient, the calorie amount or mechanical alteration.)

- a. Develop menu
- b. Prepare grocery list
- c. Grocery shopping
- d. Prepare meals
- e. Assist with feeding
- f. Measure and record intake

3. PREPARE NUTRITIONAL SUPPLEMENTS

4. ASSIST WITH GASTRIC GAVAGE (TUBE FEEDING)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
		I AND II
		I AND II
X	X	
		I AND II
	X	I
	X	I
		I AND II
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

1. **BATHING CLIENT**
 - a. In bed, tub or shower or sponge bath
 - b. Pour premeasured medication into bath water
2. **SKIN CARE**
 - a. Back rub
 - b. Gentle massage to unbroken skin areas
 - c. Lubricate unbroken skin with nonprescription powder, lotion, cream
 - d. Lubricate unbroken skin with prescription powder, lotion, cream
 - e. Foot and hand soaks (hot or cold)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
		I AND II
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

3. GROOMING

- a. Shampoo (tub, shower, bed)
- b. Finger nails
(ONLY clean and file for NON diabetic)
- c. Toe nails
(ONLY clean and file for NON diabetic)
- d. Finger/toe nails of diabetic or PVD
(clean, file or cut)
- e. Use of pumice stone
- f. Shave client
- g. Oral hygiene
- h. Denture care
- i. Assist with dressing
- j. Apply elastic stockings
- k. Apply ace bandage

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
		I AND II
		I AND II
	X	I
	X	I
	X	I
	X	I
	X	I
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

4. TOILETING

- a. Assisting with use of bedpan, urinal, commode, or toilet
- b. Apply, remove adult diapers
- c. Apply condom catheter (Texas, external)
- d. Change bed and/or leg bag of external catheter
- e. Empty bed and/or leg bag of external catheter
- f. Empty bed and/or leg bag of indwelling catheter
- g. Change bed and/or leg bag of indwelling catheter
- h. Assist with daily catheter care (routine perineal care, empty bag, measure output) of external and indwelling catheter
- i. Assist with straight catheterization
- j. Measure and record output

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
	X	I
	X	I
		I AND II
	X	I
		I AND II
	X	I

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

7. USING MEDICAL SUPPLIES AND EQUIPMENT

(such as walkers, wheelchairs, etc.)

- a. Assist with brace, splint and/or sling
- b. Assist with prosthesis
 1. Artificial limbs (apply, clean, store)
 2. Artificial breasts (apply, clean, store)
 3. Hearing aids (including checking and changing batteries, adjusting volume, and assisting with placement in ear)
 4. Artificial eye
 - a. Clean and store
 - b. Remove from eye socket
 - c. Clean eye socket
- c. Humidifiers (including adding water, adding tablets to prevent mineral buildup and washing the humidifier)
- d. TENS units (apply or adjust)
- e. Apply restraints

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
	X	I
	X	I AND II
	X	I AND II
X	X	
		I AND II
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

8. WELL BABY

- a. Bathe infant (sponge or tub)
- b. Bottle feeding (clean bottles, mix formula store formula, feed infant, burp infant)
- c. Solid food feeding
- d. Change diapers
- e. Apply nonprescription powder/ lotion only to unbroken skin on buttocks
- f. Apply prescription powder/lotion to broken or unbroken skin on buttocks
- g. Infant nail care
 1. Clean
 2. Trim (only when necessary)
- g. Apply prescription and nonprescription medication to any reddened or open areas

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
	X	I AND II
		I AND II
	X	I
	X	I
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

- 9. ASSISTING WITH CHANGING A CLEAN DRESSING OF A STABLE WOUND (A "stable wound" is defined as a closed area of skin which MAY be crusted or have a scab. The wound has NO drainage, is NOT infected and is NOT red or swollen. It is the responsibility of the nurse supervisor to determine if a wound meets this criteria.)
 - a. Remove old dressing
 - b. Cleanse skin around wound with soap and water
 - c. Apply prescription or nonprescription medication
 - d. Apply new dressing (bandage, gauze)
 - e. Assist with/ apply sterile dressing

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
		I AND II
	X	I
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

10. ASSISTING WITH SELF-ADMINISTRATION OF MEDICATION ("Assisting" includes reminding client when to take medications, reading the label for the client, bringing the medication and any necessary supplies or equipment to the client, opening the container, positioning the client for medication administration, provide appropriate liquids for swallowing medication, store, clean and dispose of used supplies and equipment and store medication properly.)
 ("Self-Administration" means that a client directly swallows, applies, inhales, inserts or injects a medication into his or her own body.)
- a. Oral
 - 1. Remove proper amount to make available to client
 - 2. Place medication in client's mouth
 - b. Intramuscular/ Subcutaneous
 - 1. Draw up or give medication
 - 2. Dispose of insulin syringes
 - 3. Dispose of other syringes

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
		I AND II
		I AND II
	X	I
		I AND II

This listing indicates the full scope of practice for level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

10. **ASSISTING WITH SELF-ADMINISTRATION OF MEDICATION** ("Assisting" includes reminding client when to take medications, reading the label for the client, bringing the medication and any necessary supplies or equipment to the client, opening the container, positioning the client for medication administration, provide appropriate liquids for swallowing medications, store, clean and dispose of used supplies and equipment and store medication properly.)
 ("Self-Administration" means that a client directly swallows, applies, inhales, inserts or injects a medication into his or her own body.)
- c. Vaginal and Rectal (insert)
 - d. Topical (apply prescription or non-prescription medication to a stable or unstable wound).
 - e. Eye, Ear and Nose (instill)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
		I AND II
		I AND II
		I AND II

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

PERSONAL CARE FUNCTIONS

11. SIMPLE MEASUREMENTS

- a. Weigh client
- b. Temperature, Pulse, Respirations
- c. Blood Pressure
- d. Sugar and Acetone for urine
- e. Glucose test for diabetic

12. SAFETY AND ACCIDENT PREVENTION

- a. Heimlich Maneuver
- b. Artificial Respiration
- c. CPR

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I I AND II I AND II I AND II I AND II
<p>These are not routine aide level tasks. However, in an emergency situation and in accordance with the employing agency policies, properly trained aides may perform these tasks.</p>		