

+-----+
MINOR CORRECTIONS AND CLARIFICATIONS HAVE BEEN ADDED TO THIS ;
DOCUMENT. IN ORDER TO OBTAIN THE NEW DOCUMENT, PLEASE CONTACT ;
DSS BUREAU OF LONG TERM CARE AT 518-474-5343 OR 473-5505. ;
+-----+

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

	PAC
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.

	LEVEL I	PERMISSIBLE	PERMISSIBLE
		LEVEL II	LEVEL I AND/O
ENVIRONMENTAL SUPPORT			
1. Make and change beds			
a. Unoccupied		X	X
b. Occupied			X
2. Dusting and vacuuming rooms used by patients		X	X
3. Light cleaning of kitchen, bedroom, bathroom		X	X
4. Dishwashing		X	X
5. Listing needed supplies		X	X
6. Shopping		X	X
7. Laundering, mending, ironing		X	X
8. Payment of bills and other errands		X	X

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.

	PERMISSIBLE	
	LEVEL I	LEVEL I AND/OR
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	X	X
b. Prepare grocery list	X	X
c. Grocery shopping	X	X
d. Prepare meals	X	X
e. Assist with feeding		X
f. Measure and record intake		X

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.

	LEVEL I	PERMISSIBLE	
		LEVEL II	LEVEL I AND/OR
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		X	X
d. Prepare meals			
e. Assist with feeding			X
f. Measure and record intake			X
3. PREPARE NUTRITIONAL SUPPLEMENTS			
4. ASSIST WITH GASTRIC GAVAGE (TUBE FEEDING)			

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

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

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	PERMISSIBLE		PERMISSIBLE
	LEVEL I	LEVEL II	LEVEL I AND/OR II
4. TOILETING			
a. Assisting with use of bedpan, urinal, commode, or toilet			X
b. Apply, remove adult diapers			X
c. Apply condom catheter (Texas, external)			X
d. Change bed and/or leg bag of <u>external</u> catheter			X
e. Empty bed and/or leg bag of <u>external</u> catheter			X
f. Empty bed and/or leg bag of <u>indwelling</u> catheter			X
g. Change bed and/or leg bag of <u>indwelling</u> catheter			
h. Assist with daily catheter care (routine perineal care, empty bag, measure output) of external and indwelling catheter			X
i. Assist with <u>straight</u> catheterization			
j. Measure and record output			X

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	PERMISSIBLE		PERMISSIBLE
	LEVEL I	LEVEL II	LEVEL I AND/OR II
5. WALKING			
a. Assist with use of durable medical equipment (wheelchair, walker etc.)			X
b. Assist inside or outside of home			X
c. Use of safety belt during walking			X
6. TRANSFERRING, POSITIONING AND RANGE OF MOTION			
a. Transfer from bed, chair, wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift			X
b. Assist to sit or stand from bed, chair, or wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift			X
c. Position in bed, chair, or wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift			X
d. Assist in performance of range of motion			X
1. Active (client does exercises with coaching, ie. read and count exercises, support joints)			
2. Passive (exercises require another person to move joints)			

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	PERMISSIBLE		PERMISSIBLE
	LEVEL I	LEVEL II	LEVEL I AND/OR I
7. USING MEDICAL SUPPLIES AND EQUIPMENT (such as walkers, wheelchairs, etc.)			
a. Assist with brace, splint and/or sling			X
b. Assist with prosthesis			
1. Artificial limbs (apply, clean, store)			X
2. Artificial breasts (apply, clean, store)			X
3. Hearing aids (including checking and changing batteries, adjusting volume, and assisting with placement in ear)			X
4. Artificial eye			
a. Clean and store			X
b. Remove from eye socket			
c. Clean eye socket			
c. Humidifiers (including adding water, adding tablets to prevent mineral buildup and washing the humidifier)		X	X
d. TENS units (apply or adjust)			
e. Apply restraints			

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

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	PERMISSIBLE	
	LEVEL I	LEVEL I AND/OR II
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		X
b. Cleanse skin around wound with soap and water		X
c. Apply prescription or nonprescription medication		
d. Apply new dressing (bandage, gauze)		X
e. Assist with/ apply sterile dressing		

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	PERMISSIBLE	PERMISSIBLE
	LEVEL I	LEVEL II
<p>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.)</p> <p>a. Oral</p> <p>1. Remove proper amount to make available to client</p> <p>2. Place medication in client's mouth</p> <p>b. Intramuscular/ Subcutaneous</p> <p>1. Draw up or give medication</p> <p>2. Dispose of insulin syringes</p> <p>3. Dispose of other syringes</p>		<p>X</p> <p>X</p>

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	LEVEL I	PERMISSIBLE	
		LEVEL II	LEVEL I AND/OR II
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)			

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	PERMISSIBLE		PERMISSIBLE
	LEVEL I	LEVEL II	LEVEL I AND/OR II
11. SIMPLE MEASUREMENTS			
a. Weigh client			X
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			These are not routine aide in an emergency situation a the employing agency polici aides may perform these tas
b. Artificial Respiration			
c. CPR			