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| LOCAL COMMISSIONERS MEMORANDUM |  
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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.

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Questions regarding the PCA scope of practice, enclosed attachments or the 1989 revised HCCC 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 #0AS060.

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Division of Medical Assistance