



# Adult Foster Home Caregiver Preparatory Training — Workbook

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# Welcome

This workbook was designed to provide the licensee with written documentation so that you, as a potential caregiver, understand the concepts and procedures found in the *Adult Foster Home Caregiver Preparatory Training — A Study Guide*. It is important that you understand the adult foster home concepts and procedures, so that residents of the adult foster home will remain safe and well cared for when you are working in the home.

The *Adult Foster Home Caregiver Preparatory Training Workbook* is intended to be completed while using the *Adult Foster Home Caregiver Preparatory Training Study Guide*. You can either complete the workbook after you have read the study guide or while you are reading and becoming familiar with the study guide.

Some of the questions in the workbook are designed to compel you to think about what you have learned, or are learning, about providing care to older adults. If you miss an answer, ask your adult foster home's licensee or resident manager to explain the correct answer. The rest of the questions are fill-in-the-blank or can be answered by referring to the study guide.

After the licensee has reviewed your answers in the workbook, he or she will determine whether you understand the concepts and procedures and are ready to begin working with the residents. Based on your answers, if the licensee determines that you are ready, he or she will sign and date the certificates at the back of the workbook; you will sign and date them as well. One signed copy will go to the local licenser, one copy is for your records and one copy is to be kept in the licensee's house records for review.

## Welcome to the Adult Foster Care Program in Oregon!

We are happy you are joining us as we provide care for Oregon's elders and adults with physical disabilities.







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## Your personal responsibilities

11. Why do you think it matters that your fingernails should be kept short and clean while working in the adult foster home?

12. What is the problem with gossiping about the residents and/or your coworkers in the adult foster home?

13. Why should a person wash his or her hands after smoking?

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## Residents' Bill of Rights

14. Why do residents in an adult foster home need a bill of rights?

15. What does it mean to treat residents with "respect and dignity"?

16. What is the meaning of this statement? — "Each resident has the right to make suggestions or complaints without fear of retaliation."



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19. Provide an example of:

a. A physical restraint

b. A chemical restraint

20. What should you do if you suspect that a resident has been, or is currently, being abused or neglected?

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## Understanding the resident

21. The four steps to independence that you should follow while working with residents are:

a.

b.

c.

d.

22. What does it mean to be “encouraging, but not forceful” when working with the elderly or adults with disabilities?

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## The resident file

23. The resident file contains various pieces of information about the resident, but what are the main three pieces in a resident file?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

24. What will a resident's care plan tell you about the resident?

25. List all the information that a medication administration record (MAR) would contain:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

i. \_\_\_\_\_

j. \_\_\_\_\_

k. \_\_\_\_\_

l. \_\_\_\_\_

26. What information does the narrative provide about the resident?

27. What is the difference between a resident's care plan and narrative?

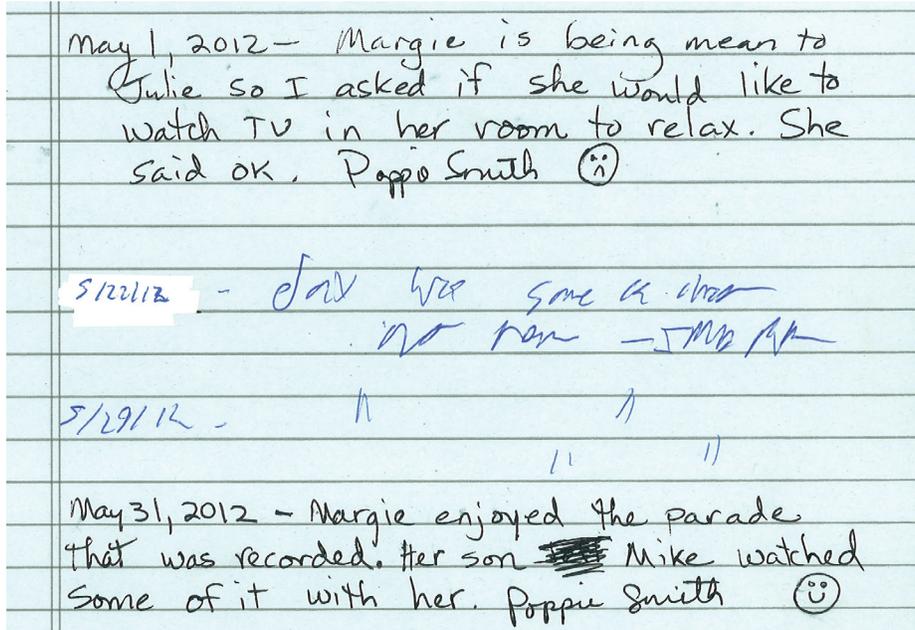
28. Does it matter if you use either a pencil or a pen to write a narrative? Why or why not?

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29. Using the guidelines provided in the *Adult Foster Home Caregiver Preparatory Training* study guide, write an example narrative that describes the fall Mrs. Smith took today in the garden of the adult foster home. Remember to include information for what, when, where, how and who.

30. Let's say that you have completed the narrative on Mrs. Smith and then, two days later, you remember something that you should have included. What do you do?

31. Name five things wrong with these narratives:



- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

Do you see anything else that is not correct?

32. Let's say that you work on Tuesday and Wednesday and you have time to write the narratives for the residents on Tuesday, but Wednesday you will be short on time. Can you write the narrative for both Tuesday and Wednesday on Tuesday afternoon when you know you will have a few extra minutes? Why or why not?

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## Communication skills

33. Why are good listening skills such an important part of effective communication?

34. Give five examples of nonverbal communication.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

35. Why is it important to get a resident's attention before you begin talking with him or her?

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## Problem solving when behaviors change

36. List 10 circumstances that could cause a resident's behavior to change:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_

37. In what way might a resident's behavior change if that person experiences loss after loss?

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## Behavior challenges

38. When confronted with a resident who is acting aggressively toward you or the other residents, you are instructed to remain calm. Why do you think it is important to remain calm when working with a person who is exhibiting challenging behavior?

39. Describe two ways to respond to repetitive chanting.

a. \_\_\_\_\_

b. \_\_\_\_\_

40. Any resident with dementia who can walk is at risk for wandering out the door. Because of this, you should:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

41. If a resident with dementia leaves the home or property, you should:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

42. If the resident with dementia leaves the home or property, you should **not**

\_\_\_\_\_.

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## Preventing the spread of disease

43. What is the best way to prevent the spread of disease?

44. Who is being protected by standard precautions? And why?

45. According to the Centers for Disease Control and Prevention, standard precautions apply mainly when exposed to:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

46. What are the guidelines for standard precautions?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

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## Safety in the home

47. List six ways to prevent accidents in the home.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

48. What are the four rules for preventing fires?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

49. Prior to calling 911 if a resident's clothes catch on fire, the caregiver must: (select correct answer)

- Run outside with the resident;
- Attempt to put out the fire by slapping at it with whatever is handy;
- Stop, drop and roll the resident;
- Throw water on the fire.

50. How much time do you have to evacuate all occupants to the **initial point of safety**? How much additional time do you have to evacuate all occupants to the **final point of safety**? (Make sure you practice, practice, practice this evacuation with the residents and any other occupants, because in a fire, every second will count.)
- a. Evacuate all occupants to the initial point of safety within \_\_\_\_\_.
  - b. Evacuate all occupants to the final point of safety within an additional \_\_\_\_\_.
51. When an emergency happens, **don't panic**, think quickly, and act calmly. Call 911. If you are not sure whether a situation is an emergency, what should you do?
52. If a resident suddenly becomes unresponsive or there is another type of resident emergency, what should you do?
53. What information do emergency personnel need when they arrive at the AFH?
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_

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## Nutrition and meal preparation

54. What is the key to good nutrition?

55. How do you encourage interest in meals so residents will be more likely to eat?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

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## Food safety

56. What is the name of the illness that can develop from harmful bacteria in food?

57. Name ten tips for preparing food that lessen the risk of foodborne illness.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

i. \_\_\_\_\_

j. \_\_\_\_\_

58. Never let raw meat, poultry, eggs, cooked food or fresh-cut fruits or vegetables sit at room temperature for more than two hours before putting them in the refrigerator or freezer (one hour when the room temperature is above 90°F). Why is this?

59. If you think a food might be spoiled, what should you do with it?

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## Providing personal care

60. Why do you think that high quality personal care is fundamental to the residents' overall well-being?

61. What is "learned helplessness"?

62. What does bathing do for the resident other than clean him or her?

63. List the steps you should use to prepare for the resident's safety and comfort before assisting the resident to bathe.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

64. How often should dentures or partials be cleaned?

65. What type of foot care should **only** be done by a medical professional?

66. Who is at high risk for skin breakdown?

67. What are the warning signs of skin breakdown?

a. \_\_\_\_\_

b. \_\_\_\_\_

68. If you notice that a resident's skin is in the process of breaking down, or has an unusual appearance, what should you do?

69. What are 10 causes of pressure sores?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

i. \_\_\_\_\_

j. \_\_\_\_\_

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70. What is your part in the management of pressure sores?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

71. List five factors that contribute to constipation in older, frail adults.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

72. What are six signs of constipation?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

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## Moving and lifting

73. What are the rules of good body mechanics?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_

74. Before you transfer a resident from his or her bed to a chair, you must first have the resident sit on the side of the bed. Why?

75. If a resident feels discomfort at any point during a lift procedure, what should you do?

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## Medications

76. Managing medications can be quite a task. Anyone managing medications for and administering medications to older adults should:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

77. What is an “adverse effect or side effect” when talking about medication?

78. If you observe negative changes in a resident's physical or mental condition after you give him or her medication, what should you do?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

i. \_\_\_\_\_

79. If a resident has a severe reaction to his or her medication such as itching, vomiting, chest pain or difficulty breathing, what should you do?

80. What is the meaning of "medication interaction"?

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81. The prescription label on the medication package should clearly state the directions for use of the medication. Read the label carefully. The medication administration record (MAR) line entry must match the medication's label. Why do you think this is important?

82. The rules for administering medications (the Six Rights) are always the same, no matter who is administering them. What are these rules?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

83. You must make absolutely sure you know each \_\_\_\_\_  
(two words) and that each name matches the name on the labels of his or her medication containers.

84. You must only give medications from **labeled** containers, and you must also read the label three times as you get the medication ready for the resident. When are the three times that you are required to read the label on the medication's container?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

85. To safely administer medication, what safety practices do you need to follow?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_

86. If you forget to administer a medication, or if the resident refuses or is unable to take the medication, what should you do?

87. What is a "MAR"?

88. **Never** initial the MAR, indicating that the medication has been administered, prior to the medication **actually** being administered. Why do you think this is?

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89. What is a "PRN medication"?

90. The written directions for a PRN medication must include:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

91. What does "OTC" mean when talking about medications?

92. Who should you ask if you have questions about any medication?

93. Where must all medications, for all residents, be stored?

94. Why must you never leave unlocked medications unattended?

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## Delegation of nursing care tasks

95. As a care provider in an adult foster home, you will help the residents with their basic care needs. These basic care needs are called "activities of daily living" (ADLs). Name four of these ADLs.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

96. If a resident needs special nursing care, (e.g., blood sugar testing, insulin injections, suctioning or wound care), a registered nurse (RN) may delegate the task **before** a care provider can perform it. What is involved with a "delegation"?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

97. Each caregiver must be delegated for each resident. What does this mean?

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## Restraints

98. According to the Oregon Administrative Rules (OARs) for Adult Foster Homes, physical or chemical restraints **must not** be used on residents unless:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

99. Residents who are physically restrained during waking hours must have the restraints released how often? \_\_\_\_\_

*The resident must then be offered toileting and exercise, or provided range-of-motion exercises and be repositioned during this period.*

100. Tie-restraints of any kind must not be used to keep a resident in bed. If any physical restraints are used, they must allow for quick release **at all times**.

Why do you think this is?

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## Licensee responsibilities to you

The licensee is the person who is licensed to operate the adult foster home. This person, or the resident manager, if there is one, must orient you, as the substitute caregiver, to both the home and the resident(s) using an orientation list that includes:

1. I know the phone number and address of this home.  Yes  No
2. I know the telephone numbers to reach the licensee, the back-up licensed provider or approved resident manager and other emergency contacts.  Yes  No
3. I know where the phone numbers for the residents' physicians are located.  Yes  No
4. I have been instructed in the home's emergency procedures and can readily access the emergency preparedness plan.  Yes  No
5. I have been shown the location of the fire extinguisher(s) and know how to operate them.  Yes  No
6. I know the location of the fuse box and the utility shut-off.  Yes  No
7. I have been oriented to emergency evacuation procedures and can demonstrate the ability to evacuate all residents and any other occupants within **three minutes** to the designated point of safety that:
  - Is outside and away from the structure of the home; and
  - Has access to a public sidewalk or street.  Yes  No
8. I have been introduced to all the residents of the home.  Yes  No
9. I have been shown the location of and have access to the residents' records.  Yes  No
10. I have reviewed all resident care plans and understand how to meet the needs and preferences of each resident.  Yes  No
11. I know where the food is stored and understand menu, snack preparation and special diet requirements.  Yes  No
12. I have been instructed and know how to properly assist residents with all transfers (e.g., on/off toilets or chairs, and repositioning).  Yes  No

13. If required to perform **nursing tasks**, I have received proper delegation by a registered nurse.  Yes  No
14. I have been instructed in standard precautions.  Yes  No
15. I know where to find the residents' medications and have access to the locked medication storage.  Yes  No
16. I have reviewed all medications for each resident.  Yes  No
17. I have been instructed in the potential side effects and reactions of medications that I am giving to residents.  Yes  No
18. I have been instructed in the proper way to record medications for each resident, including refused medications.  Yes  No
19. I have been instructed in the use of PRN medications, including written parameters.  Yes  No
20. I have been taught what to do in the event of a medical emergency and understand the procedures for calling 911 in emergencies requiring ambulance, fire protection or police.  Yes  No
21. I have been informed of what to do if a resident dies.  Yes  No
22. I have been informed of what to do if a resident goes missing.  Yes  No
23. I know where the first-aid supplies and manual are located.  Yes  No
24. I understand that I am a mandatory reporter of elder abuse and I know how to file a report.  Yes  No
25. I have been oriented to the home's policies and procedures related to Advance Directives.  Yes  No

This list is for your records. After you have completed **both** the learning activities in this workbook and the orientation to the adult foster home given by the licensee or resident manager, please complete these last two pages, sign and date the bottom, and keep this as a record of your training. **Do not check a box as "Yes" unless you have been informed about or instructed appropriately on that item.**

If you work in more than one foster home, **be sure** to complete an orientation, such as that contained in the above list, for **each** home.

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Signature of substitute caregiver

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Completion date

Aging and People with Disabilities (APD) - Adult Foster Home Program

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Has successfully completed the Adult Foster Home  
Caregiver Preparatory Training.

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Licensee's signature

---

Caregiver's signature

---

Date completed

*Licensee's copy*

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*Cut here*  
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Aging and People with Disabilities (APD) - Adult Foster Home Program

---

Has successfully completed the Adult Foster Home  
Caregiver Preparatory Training.

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Licensee's signature

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Caregiver's signature

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Date completed

*Licensee's copy*

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*Cut here*  
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Aging and People with Disabilities (APD) - Adult Foster Home Program

---

Has successfully completed the Adult Foster Home  
Caregiver Preparatory Training.

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Licensee's signature

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Caregiver's signature

---

Date completed

*Caregiver's copy*



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