

PCA Choice Complex Cares Policy - PCAs

EFFECTIVE DATE:

October 1, 2023





PCA Choice Complex Cares Policy - Personal Care Assistant (PCA)

Purpose

This policy will define complex cares and explain the Complex Cares Training Program as it relates to Accra PCAs.

Defining the Complex Cares Training Program

During a county assessment, a client may be determined to require one or more complex cares. Complex cares can include G-tubes, wound care, IV's/dialysis, respiratory treatments, catheters, bowel programs, neurological (seizures), and swallowing disorders. To meet state requirements and ensure Accra PCAs are properly trained to provide complex cares, Accra has created the Complex Cares Training Program.

The Complex Cares Training Program is provided by Accra through our Absorb online training format. Accra will automatically enroll PCAs in the necessary training based on the needs of the client(s) an Accra PCA supports. PCAs will be added to Accra's Complex Cares training system to learn how to provide complex cares. After completing the online training course, PCAs will be tested on their knowledge and will need to pass the competency tests for each complex care required.

PCAs will be paid for time spent on training and they will need to fill out a training record reporting time spent on the training in order to be paid.

Additional Complex Cares Guidelines

No complex cares can be provided by Accra PCAs without completing the Accra training. No PCAs under the age of 18 may perform complex cares.



If there is an individual who is trained to provide the care and is not employed by Accra, they may provide the complex cares instead of an Accra PCA. It is up to the discretion of Accra if a PCA can perform complex cares.

PCAs for New Clients

The PCA must complete assigned training within 30 days of client's intake meeting date. If assigned training is not completed within 30 days, the PCA will be inactive until training is completed. PCA cannot perform cares independently until they have successfully completed this training.

PCAs for Current/Active Clients

For active clients who have a change in needs and have new assigned training, PCAs must complete assigned training within 30 days of assignment, or the PCA will be inactive. PCA cannot perform cares independently until they have completed this training successfully. If assigned training is not completed within 30 days of assignment PCA will be inactive. |

Commented [AB1]: How are current clients different than active clients?

Commented [AW2R1]: They are the same just a different phrasing than active clients.

Failure to Complete Training

If the PCA fails to complete assigned training after 90 days, they may be terminated.

The PCA will be allowed to take each competency test two times. If the PCA fails the competency test twice, the client's QP will be notified, and a competency visit will need to be completed with the client and the PCA either remote or in person.

The PCA will then be allowed to take the training again, however, if the PCA fails again they may not be deemed competent to perform the cares. This will be at the discretion of the QP.

Following a competency visit if a QP determines the PCA is unable to perform the cares the PCA and client must sign off that they are aware that the PCA may not perform complex cares.

