The Indiana Home & Hospice Care (IHHC) Foundation has developed a train-the-trainer program to provide education for employers to train their employees in a progressive and flexible manner. As a Certified Trainer you can train staff to be a Homemaker/Companion, Personal Care Attendant and/or Home Health/Hospice Aide. The curriculum includes the student text book, *Home Care Direct Staff Training Manual*; an instructor’s manual; and a CD which includes all the lesson plans, activities, handouts and PowerPoint presentations. (Trainer Certification is also applicable in a school setting.)

The workshop includes information on competency assessment, adult learning principles, and state & federal regulations pertaining to training programs. The information presented includes approximately 96 hours of training materials. Materials can also be used for in-service training for current staff.

**Course Content:** All participants will be certified thru Personal Care Attendant II

**Homemaker/Companion**
- Orientation to home care industry
- Ethical & legal principles including respect for client’s privacy and property
- Communication
- Basic client needs
- Working with different populations
- Infection control
- Maintenance of a clean and safe client environment
- Planning, purchasing and serving food
- Body mechanic basics
- Recognizing and responding to emergencies
- Employee safety

**Personal Care Attendant I**
- Observation, reporting and documenting
- Unique needs of geriatric clients
- Therapeutic diets
- Skin care
- Personal care, hygiene and grooming
- Safe client transfers and ambulation
- Intake and output
- Systems of the body
- Common diseases

**Personal Care Attendant II**
- Unique needs of children
- Care of dying client and their families
- Pressure ulcer prevention

**Home Health/Hospice Aide** Participants from Home Health/Hospice Agencies will also receive the following certification

- Assisting with client rehabilitation activities
- Assisting a client in bed
- Range of motion
- Taking and recording vital signs
- Special procedures

**Cancellation/No Show Policy** There are no refunds 10 days prior to the program date. All refunds will have a $25 processing fee. **No Shows will be charged the full amount of the program.** If you are unable to attend, you may send a substitute. Please contact the IHHC Foundation Office with the person’s name.

**Registration Fee**
- ☐ PSA Level: $350
- ☐ Home Health/Hospice Level*: $450
*To teach the Home Health Agency curriculum, the instructor needs to have been an **RN for two years with a minimum of one year in Home Health.**

**Hotel Information**

**Drury Plaza Hotel Indianapolis Carmel** 9625 N Meridian St, Indianapolis, IN 46290

**Room Rate** $120/night

**Reservations:** Corporate Code- 328511
You may reserve online here, then enter the above Corporate Code. If you have any issues, please call the IAHHC office and ask for Tori.
Name ________________________________ Email ________________________________

Name ________________________________ Email ________________________________

**Method of Payment:**
- ☐ Check (payable to IHHC Foundation)
- ☐ Visa
- ☐ MasterCard
- ☐ American Express

CC# _______ _______ _______ _______ _______ _______ _______ _______ _______ _______

Security Code _______ _______ Expiration Date _______ _______ / _______ _______

Name on Card __________________________ Signature __________________________

**Mail:** IHHC Foundation, 6320-G Rucker Road, Indianapolis, IN 46220
**Fax:** (317) 775-6674

**Register Online:** www.iahhc.org
**For more information:** (317) 536-1337 or tori@iahhc.org

**Amount Due $ __________**