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 textbook, 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

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<th>Homemaker/Companion</th>
<th>Personal Care Attendant I</th>
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<td>• Orientation to home care industry</td>
<td>• Observation, reporting and documenting</td>
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<td>• Ethical &amp; legal principles including respect for client’s privacy and property</td>
<td>• Unique needs of geriatric clients</td>
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<td>• Communication</td>
<td>• Therapeutic diets</td>
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<td>• Basic client needs</td>
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<td>• Infection control</td>
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<td>• Maintenance of a clean and safe client environment</td>
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<td>• Planning, purchasing and serving food</td>
<td>• Systems of the body</td>
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<td>• Body mechanic basics</td>
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<td>• Recognizing and responding to emergencies</td>
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<td>• Employee safety</td>
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<td>• Care of dying client and their families</td>
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<td>• Pressure ulcer prevention</td>
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**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.
Company
Billing
Address
City __________________________________________________________________________
State __________ Zip Code __________
Telephone _________________________________________________________________________
Fax ____________________________________________________________________________
Name ____________________________________________________________________________
Email ____________________________________________________________________________
Name ____________________________________________________________________________
Email ____________________________________________________________________________

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

CC# ____ ____ ____ ____ - ____ ____ ____ ____ - ____ ____ ____ ____ - ____ ____ ____ ____

Security Code ____ ____ ____ ____
Expiration Date ____ ____ / ____ ____

Amount Due $ __________

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