



KENTUCKY

COMPETENCY EVALUATION AND TRAINING

Created in accordance with the laws / rules / regulations of the



Personal Services Competency

- **As a licensed personal service agency, Village Caregiving evaluates the competency of each employee who provides direct services to a client. This evaluation pertains to each personal services task Village Caregiving chooses to have an employee perform, including:**
 1. Assisting with a client's ambulation and activities of daily living as defined in KRS 194A. 700, which states "normal daily activities, including bathing, dressing, grooming, transferring, toileting, and eating."
 2. Facilitating the self-administration of medications if such medications are prepared or directed by a licensed health-care professional or the client's designated representative;
 3. Providing services which may be referred to as attendant care, in-home companion, sitter, and respite care services, and homemaker services when provided in conjunction with other personal services; and
 4. Providing services that enable the client to live safely, comfortably, and independently.
 5. Your ED will confirm your ability to perform "normal daily activities, including bathing, dressing, grooming, transferring, toileting, and eating."

Personal Services Competency

- **Personal Services excludes the following:**
 1. Housing and services provided by a health facility or service as defined in KRS 216B.015;
 2. Voluntary services provided by employers or membership organizations for their employees, members, and families of the employees or members if the services are not the predominant purpose of the employer or the membership organization's business;
 3. House cleaning, laundry, personal shopping, or transportation provided by an entity if the entity offers no other personal services;
 4. Services provided by the client's family or by individuals who provide services to no more than three (3) clients concurrently;
 5. Individuals or entities that provide all personal services on a voluntary basis;
 6. Services that require the order of a licensed health-care professional to be lawfully performed in Kentucky;
 7. Hospitals or other entities that provide information to consumers regarding persons who are available as caregivers if the hospital or other entity makes no attempt to manage or coordinate the selection of such persons for consumers and a disclaimer is provided that the entity providing the information has not made an independent assessment of the ability of the individual or agency to provide personal services;
 8. Free Internet resources that identify potential caregivers; and
 9. Any health-care entity or health-care practitioner otherwise licensed, certified, or regulated by local, state, or federal statutes or regulations.

Medication Reminders and Facilitating Self-Administration

- **Medication Reminders:**

1. You are not allowed to actually administer medications to a client under any circumstances.
2. You may facilitate self-administration of medications, though.
3. This means that you can hand client's their medications, but they must be able to identify what medications need to be taken.
4. Clients must also be able to take the medications themselves.
5. You are not allowed to place a pill in a client's mouth.
6. You are not allowed to give a shot.
7. You are not allowed to apply cream or topical medications.
8. If a client, pressures you to administer medication, contact your ED or DO immediately.
9. Remember, you can remind them about taking medications and even hand them medications, but clients must be able to actually give the medicine to themselves

Abuse and Neglect

- **Mandatory Reporting:**

1. Village Caregiving takes any alleged abuse and neglect very seriously.
2. If you ever witness or suspect any type of abuse, neglect, or exploitation of a client, you must report it to your ED or DO immediately. THERE ARE NO EXCEPTIONS.
3. If you are suspected of abuse or neglect, you will at least be pulled from all jobs.
4. If abuse allegations are substantiated, you will be terminated.
5. If you even suspect abuse, you must report it.
6. You may not accept gifts from clients.
7. You may not eat clients' food.