

Rights and Responsibilities

Practicum Teaching

What is this?

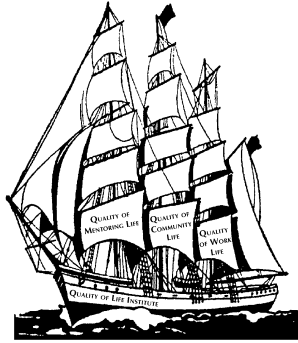
How to provide humane care to the Individuals and protect them from harm

What steps must I take?

1. Take a copy of the enclosed “**Rights and Responsibilities** Study Guide”.
2. Watch the “Rights and Responsibilities” video on DVD “QoLI-V02 Practicum videos”. Answer the questions in the Study Guide as prompted by the video. Pause the video as necessary.
3. Use the completed Study Guide to prepare for your “**Practicum Exam**”.

What will I learn?

- to use “person first” language; to approach people with respectful tone and volume.
- to use proper and effective use of personal touch.
- to overcome personal dislikes for unpleasant duties.
- to eat the same meal(s) with consumers; to walk “with” rather than “lead.”
- to model and support consumers to practice self-advocacy.
- to recognize and prevent potential abuse/neglect/exploitation situations.
- to identify how to access Adult Protective Services and Child Protective Services.
- to recognize, respect, and appropriately inform consumers about their rights and internal grievance procedures.
- to demonstrate how to appropriately apologize to the consumer.
- to identify the principles of due process.
- to use the principles of equal protection.
- to ask for assistance when needing clarification on a consumer’s legal status.
- to define types of guardianship, power of attorney, and health-care representative.
- to use least restrictive alternatives.



Communication

Practicum Teaching

What is this?

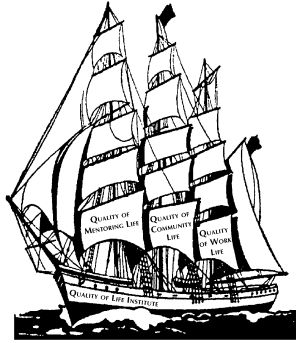
How to be aware of our interactions with others

What steps must I take?

1. Take a copy of the enclosed “**Communication** Study Guide”.
2. Answer questions in the Study Guide as you watch the “Communication” video on DVD “QoLI-V02 Practicum videos”. If necessary, pause the video to give you extra time to answer the questions.
3. Use the Study Guide to prepare for the “**Practicum** Exam”.

What will I learn?

- to become aware of your communications with others.
- to listen to and learn consumers means of communication.
- to identify why people communicate with each other.
- to identify physical, verbal, and gestural communication methods.
- to recognize communication disorders.
- to support the Individual in daily routines using your communication.
- to listen actively.
- to deal with conflict.
- to facilitate communication to and from the Individuals they support.
- to use the modes of communication used by the Individual(s) they support.
- to listen to and respond to Individuals’ needs with an appropriate sense of urgency.
- to support and encourage social interactions.



Medication Administration Practicum Teaching

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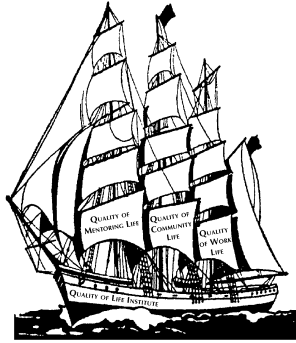
How to handle medication and give it to the Individual

What steps must I take?

1. Take a copy of the enclosed “**Medication Administration Manual**” and start to look through it. Familiarize yourself with the “Six Rights” on Page 1.
2. Follow along (pages 2-3) as your Navigator administers medication to an Individual (either real or simulated) and charts that administration.
3. Read and discuss the remaining sections (pages 4-10) of the study guide with your Navigator.
4. Take a copy of the enclosed “**Medication Administration Study Guide**” and fill it out, referring back the Manual if you need help. Use this Study Guide to prepare for your “**Practicum Exam**”.

What will I learn?

- to locate information regarding prescribed medications, medication side effects, and treatments for individuals and their support.
- to locate prescribed medications and treatments for individuals.
- to properly chart medications.
- to properly chart medication administration.
- to properly dispense medication.
- to handle medication that is out of date or no longer used.
- to document changes in behavior and side effects in response to medical changes.
- to report all concerns regarding an individual’s health, dietary, medical, and adaptive equipment.



Emergency Management Practicum Teaching

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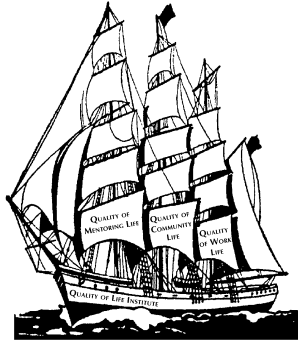
How to respond during an emergency

What steps must I take?

1. Take a copy of the enclosed “**Emergency Management Manual**” and start to look through it.
2. Work with your Navigator to run a fire drill (page 3) and a tornado drill (page 4), and check and the fire and carbon-monoxide detectors. Your Navigator should document these in the QoL Book. Use the “**Emergency Management Study Guide**” to practice this documentation yourself.
3. Read and discuss the remaining sections (pages 5-7) of the Manual with your Navigator.
4. Use the Manual and Study Guide to prepare for your “**Practicum Exam**”.

What will I learn?

- to properly mark and store hazardous materials.
- to identify, report and follow up on environmental risks.
- to describe the process for conducting tornado, fire and other emergency drills.
- to locate all utility shut off valves for the individual’s residence.
- to provide training to individuals in emergency procedures at a variety of times.



Incident Reporting Practicum Teaching

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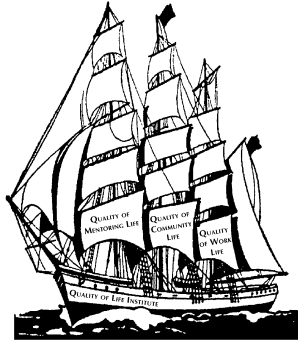
How to notify the authorities of events that endanger the Individual's health and safety

What steps must I take?

1. Take copies of the enclosed “**Incident Reporting** Reference Sheet” and the enclosed “**Incident Reporting** Study Guide”.
2. Using page I of the Reference Sheet, complete part I of the Study Guide.
3. Open your *Caregiver Chartbook* to the *Forms* section and take a copy of an *Incident Initial Report* form.
4. Using page 2 of the Reference Sheet, complete the Incident Initial Report based on the incident given in Part II of the Study Guide.
5. Use the completed Study Guide and Incident Report to prepare for your “**Practicum** Exam”.

What will I learn?

- to recognize abuse/neglect/exploitation situations.
- to complete documentation related to allegations of abuse/neglect/exploitation.
- to identify how to report abuse/neglect/exploitation to the appropriate agencies.



Infection Control Practicum Teaching

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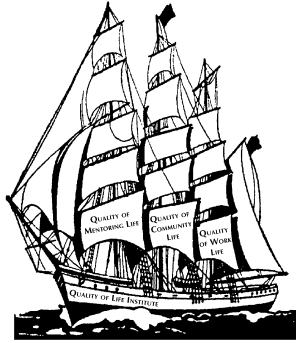
How to prevent the spread of disease

What steps must I take?

1. Take a copy of the enclosed “**Infection Control** Study Guide”.
2. Watch both parts of the “Infection Control” video on DVD “QoLI-V02 Practicum videos”. (Part 1 is “Universal Precautions”. Part 2 is “Handwashing and Gloving”. Part 2 follows automatically after Part 1 on the video.) Follow along with the Study Guide and answer the questions based on the information in the video. (Note that the video will not prompt you to complete the questions. Instead, watch for the answers as the video progresses. Pause or rewind the video as necessary.)
3. Use the completed Study Guide to prepare for your “**Practicum** Exam”.

What will I learn?

- to demonstrate methods of infection control, including hand washing, handling of body fluids, storage of needles, and others that protect the Individual and the Crewmember.
- to assist individuals to learn to wash their own hands after meeting their personal care needs, according to universal precautions.
- to recognize circumstances when notification to public health officials is warranted.

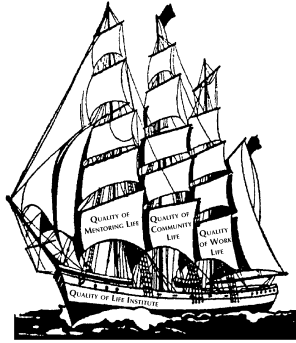


Person Centered Planning Practicum Teaching

What is this? The process by which Individuals' goals are determined

- What steps must I take?**
1. Take a copy of the enclosed “**Person Centered Planning Study Guide**”.
 2. Complete page 1 of the Study Guide.
 3. Watch the short “Person Centered Planning” video on DVD “QoLI-V02 Practicum videos”. Answer the questions on the top half of page 2 of the Study Guide as you watch the video.
 4. Use the Study Guide to prepare for the “**Practicum Exam**”.

- What will I learn?**
- to identify each consumer’s basic physical and emotional needs.
 - to identify each consumer’s likes, dislikes and preferences.
 - to locate each consumer’s individual support plan.
 - to utilize each consumer’s goals and related plans for personal development.
 - to contribute to the development of person-centered plans as a team member.
 - to attend and contribute to meetings about people’s plans, as requested by the consumer.
 - to assist in gathering and sharing pertinent information about the consumer in respectful ways during the planning and review process.
 - to encourage consumers to reveal that they can express dissatisfaction without fear of recrimination.



Paperwork Storage Protocols

Practicum Teaching

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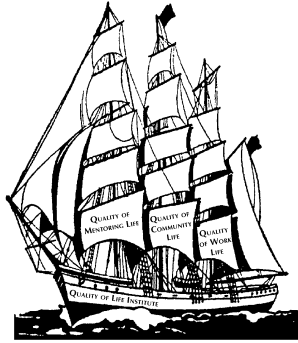
How information is stored in the Individual's home

What steps must I take?

1. Take a copy of the enclosed "**Paperwork Storage Protocols Study Guide**".
2. Using the Study Guide and the enclosed Protocols, learn about the QoL Green Book, Red Folder, and Black Bag.
3. Flip through the Individual's QoL Green Book, Red Folder, and Black Bag.
4. Use the key points on the Study Guide to prepare for your "**Practicum Exam**".

What will I learn?

- to understand the QoL Book and use it to maintain current documentation relating to the Individual.
- to understand the Red Folder and use it when traveling into the community.
- to understand the Black Bag and use it to maintain past QoCL and QoML sheets in the home.



ISP Teaching Practicum Teaching

What is this? How to tend to an Individual's specific needs, treatments, and interventions

What steps must I take?

1. Take a copy of the enclosed “**ISP Teaching** Study Guide”.
2. Your Mentor or Navigator will walk you through each Individual's specific needs. Take notes on your Study Guide.
3. File your Study Guide into the “Reference” section of your *Caregiver Chartbook*.

What will I learn?

- to perform assigned medical and personal care activities needed to support the person.
- to perform Individual-specific treatments and interventions in regard to seizures, behavior, medication side effects, diet and nutrition, swallowing difficulties, emotional and physical crises, significant health concerns, and any others that apply to the Individual.