Indiana State Department of Health
An Equal Opportunity Employer

Eric J. Holcomb
Governor

Kristina Box, MD, FACOG
State Health Commissioner

EMERGENCY ORDER AUTHORIZING TEMPORARY PERSONAL CARE ATTENDANT POSITIONS & TRAINING FOR RESIDENTIAL CARE FACILITIES

Pursuant to the "Declaration of Public Health Emergency for Coronavirus Disease 2019 Outbreak" issued by Governor Eric Holcomb on March 6, 2020 (the "Governor's Declaration") and IC 4-21.5-4, the Indiana State Health Commissioner hereby **ORDERS** as follows, effective retroactively as of **March 6, 2020**:

Licensed Indiana residential care facilities, as a supplement to other personnel, may train and subsequently utilize temporary Personal Care Attendants ("PCAs") in compliance with the terms and provisions of the attached "Temporary COVID-19 Personal Care Attendant (Waiver Aide)" document.

PCAs trained and hired pursuant to this Order are explicitly deemed to be "employees" within Paragraph 1 of the Commissioner's March 20, 2020 "Emergency Order Granting Temporary Blanket Waivers for Residential Care Facilities," which waived compliance with specified portions of 410 IAC 16.2-5-1.4 and 410 IAC 16.2-5-12.

SO ORDERED on the date set forth below.

Kristina Box, MD, FACOG
State Health Commissioner

By: _____
Matthew Foster, Assistant Commissioner
Consumer Services & Health Care Regulation

Date: March 23, 2020

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Temporary COVID-19 Personal Care Attendant (Waiver Aide)
Eight (8) Hour Course
5 Hour Classroom & 3 Hour Simulation/Competency Check-Off

Overview

This program permits a residential care facility to employ a trained Personal Care Attendant ("PCA") to perform defined resident care procedures that do not require the skill or training required for a Certified Nurse Aide ("CNA").

Scope

The PCA position is a temporary accommodation made by the State of Indiana to address work increases and staffing shortages caused by the 2020 COVID-19 pandemic. The position and its attendant training are implementations by the Indiana State Department of Health ("ISDH") of the purposes and directives of Governor Eric Holcomb's March 6, 2020 "Declaration of Public Health Emergency for Coronavirus Disease 2019 Outbreak" (the "Executive Order"). The PCA position will be authorized only while the Executive Order remains in effect, plus any additional time afterward the ISDH deems necessary to facilitate providers' orderly resumption of normal staffing.

Personal Requirements

- A candidate for training must be at least eighteen (18) years of age. There are no minimum educational requirements.
- A PCA who completes training and is employed by a facility must satisfy the requirements for "other unlicensed employees" set out in IC 16-28-13, "Criminal History of Nurse Aides and Other Unlicensed Employees."

Training Standards

- Completion of all training and documentation requirements for PCA candidates is the ultimate responsibility of the training/hiring facility.
- Any licensed comprehensive care facility may train PCA candidates without regard to any current NATCEP training ban.
- The PCA training course must be taught by an instructor confirmed by the facility to have completed all training necessary to be a Nurse Aide Program Instructor for the ISDH Nurse Aide Program.
- Training must consist of five (5) hours of classroom teaching and three (3) hours of supervised simulation in which the PCA candidate exhibits competency in all areas of training.

- Classroom teaching must be developed using applicable portions of the standardized ISDH Nurse Aide Curriculum. The curriculum may be supplemented with additional resources relevant to current industry concerns and regulatory directives or guidance concerning COVID-19.
- Upon the completion of classroom instruction, PCA candidates must simulate and demonstrate competency in all required care procedures. Under observation by the instructor, PCA candidates will first simulate procedures while working together in pairs or teams. Next, the instructor (or the instructor with the assistance of a licensed nurse) must observe each candidate's simulation of required skills and document the candidate's competency.
- Upon completion of the eight (8) hour course, the facility must submit the names of all PCA candidates who complete training and demonstrate required competencies to the ISDH Nurse Aide Registry. When requested by the ISDH, the facility will update the names of all PCAs working in the facility at the time of the request.
- The facility must fully notify its certified and licensed staff members that PCAs have a limited scope of permissible work, and detail what duties may not be delegated to PCAs. If the facility learns that any PCA is performing duties outside the limited scope of permissible work, it must immediately intervene, stop the PCA, and reassign those duties to authorized personnel.
- PCAs shall report to the facility's Charge Nurse/Manager on Duty.

Required Areas of Instruction/Competency

I. **Resident Rights/HIPAA/Abuse & Neglect (15 minutes)**
   A. Response to a witnessed (or reported) breach
   B. Immediate reporting of Abuse and Neglect to Nurse/Manager on Duty

II. **Infection Control (30 minutes)**
   A. How infection is spread (chain of infection/modes of transmission)
      1. COVID-19 and facility policy for screening
   B. Hand Hygiene (Handwashing, ABHR, Cough Etiquette)
   C. Standard Precautions/Personal Protective Equipment
   D. Handling of clean and soiled linens
   E. Disinfection of common use articles/equipment/high touch objects/areas
      Note: The PCA will not be assigned or provide care or services to a resident in Isolation Precautions.

III. **Emergency Procedures (15 minutes)**
   A. What to do when a Resident is found on the floor
   B. Choking: Heimlich Maneuver

IV. **Activities of Daily Living (120 minutes)**
   A. Initial Steps/Responding to a call light
   B. Obtaining a temperature (all routes other than rectal)
   C. Making an unoccupied bed/handling of linens
   D. Turning and repositioning the Resident while in bed
   E. Making an occupied bed
   F. Transfer from bed to chair/wheelchair/Use of Gait belt- One person standby/transfer
      Note: For anything beyond a one-person transfer, the PCA may only assist and must be directed by a certified/licensed staff member.

G. Bed bath/partial bath
H. Assistance with Dressing/Undressing
I. Incontinence/Perineal Care
J. Assist to Toilet/Use of urinal (only for a resident requiring one person/standby assistance)
K. Oral Care - conscious residents only
L. Devices/Use/Storage
    1. Hearing Aids
    2. Eyeglasses
    3. Dentures

    Note: Emphasis on orthotics and prosthetics must be placed by a certified nursing assistant.
M. Final Steps/Observations to report to the Nurse

V. **Skin Care/Pressure Prevention (15 minutes)**
A. Basic care/interventions/devices
B. Offloading/floating heels
C. Observations to report to the Nurse/Manager on Duty
    1. Open area or skin condition observed to be lacking a dressing
        a. Emphasis on <u>no dressing</u> applied by the Personal Care Attendant
    2. Observed bruises, abrasions or skin tears

VI**.** **Oxygen Use/Safety (15 minutes)**
A. Nasal cannula/tubing/storage/observing liter flow
B. Potential hazards/safety

VII. **Nutrition/Hydration (15 minutes)**
A. Mechanically Altered Diets/Thickened Liquids/Adherence to Diet
B. Passing Trays/Retrieving Trays (set up/opening packages for residents who can consume meals independently)
C. Passing ice water
D. Food storage/safety

VIII. **Dementia Care (30 minutes)**
A. Stages of Dementia/Overview
B. Tips on communicating with cognitively impaired Residents
C. Recognition of when to seek additional staff assistance

IX. **Mental Health/Challenging Behaviors (30 minutes)**
A. Responding to a challenging behavior
B. Recognition of when to seek additional staff assistance
C. Reporting a challenging behavior to Nurse/Manager on duty

X. **Review of Resident Rights, Abuse & Neglect Reporting, and Reporting to the Nurse (15 minutes)**
A. Sample scenarios of situations involving Resident Rights, abuse and neglect
B. Review of immediate protection of Resident until assistance arrives, if abuse is in process
C. Review of duty to immediately report to the Nurse/Manager on Duty