

PRESENTER'S SUPPLEMENTS

Presenter Script:

In this Module you will practice OJT Activities:

- OJT Activity #40 Hair Grooming
- OJT Activity #23 Testing Water Temperature
- OJT Activity # 52 Shaving
- OJT Activity #26 Oral Hygiene
- OJT Activity #53 Teaching Hand Washing
- OJT Activity #54 Changing Bed Sheets
- OJT Activity #25 Assisting an Individual with Bathing
- OJT Activity #50 Cleaning and Trimming Nails
- OJT Activity #55 Shampooing Hair
- OJT Activity #56 Denture Care

Trainer's Note: The OJT's in this section are for practice only. They are not meant to replace performance of the OJT/CBTAs in Appendix 3.

Activities of Daily Living (ADLs)

ADLs are everyday routines generally involving functional mobility and personal care, such as bathing, dressing, toileting, and meal preparation. An inability to perform these renders one dependent on others.

They include the following:

- * Eating
- * Using the Bathroom
- * Selecting proper attire
- * Grooming
- * Maintaining continence
- * Putting on clothes
- * Bathing
- * Walking and transferring (such as moving from bed to wheelchair)

As a person providing these services, DSPs must always remember to treat people with dignity and respect and provide reassurance to people being supported that they are safe. Always allow sufficient time to complete these, so the person does not feel hurried or rushed.

Assisting with Meals

PREPARING THE ENVIRONMENT

- Ensure the tables, chairs, and dining area are clean
- Make sure there are no unsightly or odor producing articles
- Make sure the dining area is well lighted
- Keep noise down to a minimum
- Clean off any wheelchair trays
- Ensure there is a calm, soothing atmosphere

PREPARING THE INDIVIDUAL

- Provide an opportunity to use the toilet
- Make sure the individuals are clean and dry before a meal is served
- Encourage or assist individuals to wash their hands
- Make sure any required adaptive feeding equipment is present, operable and clean
- Communicate to individuals who are visually and/or hearing impaired that it is time to eat

Positioning While and After Eating

ESSENTIALS OF POSITIONING

- Make sure the individual is *relaxed*
- Ensure that the chair fits the individual
- Make sure the body is as upright as possible
- Don't let the head tip back
- Make sure the *feet* are supported
- Reposition *immediately*, if the individual moves out of position
- Keep the individual in as close to an *upright* position as possible for an hour after eating
- Alert the visually or hearing impaired that you will be positioning him or her

COMMUNICATE WITH THE INDIVIDUAL DURING THE MEAL

- Create a pleasant *social* experience
- Tell the individual what foods are on the tray or plate
- *Describe* what is occurring during the meal

ENCOURAGE INDEPENDENCE
ALLOW THE INDIVIDUAL AS MANY CHOICES AS POSSIBLE!

Gait Belts

Presenter should explain specific agency policy and procedure for the use of gait belts.

Be sure to emphasize that these are never used for staff convenience.

For individuals residing in ICFs/DD

Program Directive "02.03.07.020 Adaptive, Corrective, Mobility, Orthotic, Prosthetic, Protective, and Support Devices" states that gait belts are considered a mobility device and must have a physician's order.