



Client's Name:
PHIN:
Resource Coordinator:
Office Location:

HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD – Handi Haler			
HCA Name: _____			
Date Trained: _____			
Steps to review with Home Care Attendant	Met	Not Met	Comments
1. Wash hands.			
2. Apply disposable gloves.			
3. Review Five Rights of Medication Assistance: <ul style="list-style-type: none"> • Right Person • Right Drug • Right Dose • Right Time • Right Route 			
4. Open Handi Haler by pressing green piercing button.			
5. Pull dust cap up to expose mouthpiece.			
6. Pull mouthpiece up to expose chamber for capsule.			
7. Remove one capsule from foil packaging.			
8. Insert capsule in center chamber of Handi Haler.			
9. Close mouthpiece firmly until a “click” is heard. Mouthpiece should be firmly against grey base of inhaler and dust cap should be left to the side.			
10. Hold Handi Haler with mouthpiece up and press green piercing button ONE time only, until it is flush against the base, and release (this makes holes in the capsule so the powder medication is ready to be breathed in).			
11. Have client breathe out fully but not into the Handi Haler as it will cause powder to clump and client will not get full dose of medication.			
12. Hold Handi Haler by its base being careful not to block air intake vents.			
13. Raise Handi Haler device to client’s mouth and have them close their lips tightly around mouthpiece.			
14. Have client breathe in slowly and deeply. Client should be able to hear and/or feel the capsule vibrate if they are doing it correctly.			
15. Advise client to hold breath for 10 seconds or as long as comfortable.			
16. Have client breathe out slowly.			

17. Client may repeat steps 11-15 to ensure they got all of their dose. It is normal for there to be a light dusting of powder on empty capsule when you discard it.			
18. Once client has taken dose, open the mouthpiece again, tip out the used capsule and throw it away.			
19. Close and wipe mouthpiece. Close dust cap.			
20. Wait one minute between each inhale.			
21. Wait five minutes between each inhaled medication.			
22. Encourage client to rinse mouth with water after taking inhaled medication.			
23. Remove disposable gloves and discard.			
24. Clean up supplies.			
25. Wash hands.			
26. Document correctly on the Home Care Medication Assignment Record – Home Care Attendant.			

Nurse Signature: _____

Home Care Attendant Signature: _____

FORWARD TO NURSE EDUCATOR – CLIENT SPECIFIC SERVICES WITHIN 24-48 HOURS

Procura Entry Completed

Reviewed by: _____