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|------------------------------|
| <b>Client's Name:</b>        |
| <b>PHIN:</b>                 |
| <b>Resource Coordinator:</b> |
| <b>Office Location:</b>      |

| <b>HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Topical Preparations</b>   |            |                |                 |
|---|------------|----------------|-----------------|
| HCA Name: _____   |            |                |                 |
| Date Trained: _____   |            |                |                 |
| <b>Steps to review with Home Care Attendant</b>   | <b>Met</b> | <b>Not Met</b> | <b>Comments</b> |
| 1. Wash hands.  |            |                |                 |
| 2. Apply disposable gloves.   |            |                |                 |
| 3. Review Five Rights of Medication Assistance: <ul style="list-style-type: none"> <li>• Right Person</li> <li>• Right Drug</li> <li>• Right Dose</li> <li>• Right Time</li> <li>• Right Route</li> </ul> |            |                |                 |
| 4. Identify area of application as indicated on the Home Care Medication Assignment Record-Home Care Attendant.   |            |                |                 |
| 5. Wash area where medication is to go and pat dry.   |            |                |                 |
| 6. Take indicated amount of medication and apply it to area.  |            |                |                 |
| 7. Use long even strokes to spread medication, follow direction of hair growth as able. Rub in completely until no longer visible, except for zinc creams.  |            |                |                 |
| 8. Remove disposable gloves and discard.  |            |                |                 |
| 9. Wash hands.  |            |                |                 |
| 10. Clean up supplies.  |            |                |                 |
| 11. 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: \_\_\_\_\_