



# ASSISTED LIVING COURSE LIBRARY

The Assisted Living Library contains the essential courses you need to meet training compliance and build a highly competent team. It includes courses appropriate for a wide range of residential care settings, including assisted living, residential care, skilled and intermediate care. Courses for entry level caregivers, ancillary service team members and professional staff are included in this comprehensive course library.

### APPROVAL INFORMATION

**NURSE** = These courses hold approval from at least one of the following boards: California Board of Registered Nursing, District of Columbia Board of Nursing, or Florida Board of Nursing. Check with your state board to ensure reciprocity.

**NAB** = Approved by the National Association of Long Term Care Administrators Boards.

**ASWB** = Approved by the Association of Social Work Boards.

COURSE ID	COURSE NAME	HRS	APPROVALS		
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### ABUSE PREVENTION AND RESPONSE

Learn how to recognize and report all types of abuse and neglect, as well as how to teach caregivers to protect themselves from the stresses that can lead to potential abusive situations.

			NURSE	NAB	ASWB
ABUS101	Causes and Consequences of Elder Abuse	1	●		
ABUS102	Types of Elder Abuse and Neglect	1	●		
ABUS103	Recognizing, Reporting and Preventing Elder Abuse	1	●		
ABUS104	Domestic and Intimate Partner Violence	1			
SP001-CCG	Abuse and Neglect in the Elder Care Setting	2	●	●	●
SP024-CCG	Sexual Harassment-Federal and California Law	2	●		
SP100-CCG	Sexual Harrasment and Abuse Conduct for the Residential Staff Member	1	●		
YLD020-CCG	Your Legal Duty-Reporting Elder and Dependent Adult Abuse	1			

### ACTIVITIES AND ENRICHMENT

Activities are important to the quality of life of your client, whether at home or in a care community. These courses will help you develop a successful and engaging program for people in your care.

			RN	NAB	ASWB
ACTI101	Building an Effective Program	1			
ACTI102	Programming Standards	1			
ACTI103	Programming for Special Needs Populations	1			
SP067-CCG	Activities-Encouraging Resident Participation	1	●	●	
SP078-CCG	Reminiscing with Your Residents	1	●	●	●

COURSE ID	COURSE NAME	HRS	APPROVALS		
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### ADVANCED CAREGIVER SKILLS

The courses in this library offer experienced caregivers an opportunity to learn advanced level skills and continue to grow in their profession.

			RN	NAB	ASWB
SP005-CCG	Common Digestive System Diseases	5	●	●	
SP006-CCG	Common Infectious Conditions	2	●	●	
SP007-CCG	Constipation, Causes, Prevention, and Treatment	3	●	●	
SP010-CCG	Epilepsy and Seizures	3	●	●	
SP016-CCG	Parasites-Lice, Scabies, and Bed Bugs	2	●	●	
SP021-CCG	Urinary Tract Infections	2	●	●	
SP025-CCG	Inhalers and Nebulizers	1		●	
SP026-CCG	Respecting Diversity - LGBTQ Required Training	1	●	●	●
SP029-CCG	Wheelchairs and Other Ambulatory Aids	1	●	●	
SP031-CCG	Monitoring Residents for Changes in Condition	1	●	●	
SP032-CCG	Aging Changes and Considerations	2	●	●	
SP033-CCG	Assisting Residents with Activities of Daily Living	2	●	●	
SP035-CCG	Psychosocial Issues	1	●	●	
SP037-CCG	Respecting Resident Rights, Promoting Dignity, and Encouraging Independence	1	●	●	
SP042-CCG	Managing Personal Stress	1	●	●	
SP044-CCG	Service Plans	1	●	●	
SP046-CCG	Falls in Assisted Living	1	●	●	
SP061-CCG	Understanding Stroke	1	●	●	●
SP062-CCG	Restraints in Elder Care	1	●	●	
SP063-CCG	Managing Challenging Family Situations	1	●	●	
SP064-CCG	Enhancing the Resident Care Environment	1	●	●	
SP069-CCG	Caring for Bedridden Residents	1	●	●	
SP072-CCG	Assisting Residents with Transportation	1	●	●	

COURSE ID	COURSE NAME	HRS	APPROVALS	
SP073-CCG	Ostomy Care	1	●	●
SP074-CCG	Oxygen Care	1	●	●
SP076-CCG	Gait Belt	1	●	●
SP084-CCG	Skin Breakdown	1	●	●
SP088-CCG	Person-Centered Care in Assisted Living	1	●	●
SP090-CCG	Higher Acuity in Assisted Living	1	●	●

### ALZHEIMER'S AND DEMENTIA CARE

The ALZH series follows the story of a woman and her son beginning with early stages of diagnosis through end of life. Other courses in this series build on this foundation or address specific care needs.

			RN	NAB	ASWB
ALZH101	Alzheimer's and Dementia: Signs and Symptoms	1			
ALZH102	Dementia from the Person's Perspective	1	●		
ALZH103	Diagnosis and Progression	1	●		
ALZH104	Diagnosis and the Caregiver's Role	1	●		
ALZH105	Learning to Communicate Through Dementia	1			
ALZH106	Daily Care: Bathing and Dressing	1	●		
ALZH107	Daily Care: Toileting and Grooming	1			
ALZH108	Helping Families Cope	1	●		
ALZH109	Supporting Families of Individuals with Dementia	1	●		
ALZH110	Environment: Creating a Sense of Calm	1	●		
ALZH111	Environment: Routines and Consistency for Comfort	1	●		
ALZH112	Activities: Creating a well-rounded program	1	●		
ALZH113	Activities: Stimulating Memories and Interaction	1	●		
ALZH114	Preventing Weight Loss and Aspiration	1	●		
ALZH115	Nutritional Goals and therapeutic approaches	1	●		
ALZH116	Understanding Behaviors: Prevention through Acceptance and Communication	1	●		
ALZH117	Understanding Behaviors: Considerations for Client Rights	1			

COURSE ID	COURSE NAME	HRS	APPROVALS
ALZH118	Understanding Behaviors - Diffusing Dangerous Behaviors	1	●
ALZH119	Understanding Behaviors: Intervention and Follow up	1	●
ALZH120	Managing Pain in the Client with Communication Challenges	1	●
ALZH121	Appraisals and Care Planning	1	
ALZH122	Care Planning and Preparing for End of Life	1	
ALZH123	Wandering and Exit Seeking	1	●
DEME101	Stages of Alzheimer's	0.5	
DEME102	Understanding Alzheimer's and Related Disorders	0.5	
DEME103	Promoting Independence in Daily Living	0.5	
DEME201	Creating Moments of Joy, Part 1	1	●
DEME202	Creating Moments of Joy, Part 2	1	●
DEME203	Creating Moments of Joy, Part 3	1	●
DEME204	Memory Enhanced Activities, Part 1	1	●
DEME205	Memory Enhanced Activities, Part 2	1	●
DEME206	Memory Enhanced Activities, Part 3	1	●
DEME207	It's Saturday Night (tips for easier bathing)	1	
DEME208	Differing Dementias	1	●
DEME209	Communicating with the Person who has Dementia	1	
DEME210	Challenging Behaviors: A Framework for Action	1	●
DEME211	Theories of Care	1	●
DEME212	Activities for Meaningful Dementia Care	1	●
DEME213	Hallucinations and Delusions with Dementia	1	●
DEME214	Sexuality and Dementia	1	●
DEME215	Medications and Dementia	1	●
DEME216	Self-Care for Dementia Caregivers	1	●
DEME217	Considerations of Care - Families & Environment	1	

COURSE ID	COURSE NAME	HRS	APPROVALS	
DEME4212	Memory Care: The Basics	1.75	●	●
DEME4213	Memory Care: Setting the Stage for Care	1.75	●	●
DEME4214	Memory Care: Vital Tools	1.75	●	●
SP003-CCG	Alzheimers Disease - The Disease and Latest Research	3	●	●
SP020-CCG	Understanding Dementia Care	6	●	●
SP036-CCG	Dementia Essentials	1	●	●
SP039-CCG	Coping with Memory Loss	1	●	
SP055-CCG	Dementia Care Effect of Medication on Persons with Dementia	1	●	●
SP056-CCG	Managing Behavioral Challenges	1	●	●
SP057-CCG	Caring for Residents with Dementia	1	●	●
SP059-CCG	Introduction to Dementia	1	●	●
SP066-CCG	Alzheimers and Related Dementias	1	●	●
SP086-CCG	Communication in Dementia Care	1	●	●
SP091-CCG	Food Service in Dementia Care	1	●	●
SP096-CCG	Co-Morbidities in Dementia Care	1	●	

## CAREGIVER SKILLS

Courses in this category have been specifically designed to prepare individuals for work as a caregiver in a home or community based care setting. These foundational caregiving training courses are appropriate for all direct-care workers.

			RN	NAB	ASWB
CARE101	Caregiving Core Values and Teamwork	1			
CARE102	Caregiving Tasks and Client Populations	1			
CARE103	Ethics and Personal Rights	1			
CARE104	Communicating with Others	2			
CARE105	HIPAA and client rights	1			
CARE106	Promoting Client Independence	1			
CARE107	Elder Abuse: Causes, Types and Reporting	2			
CARE108	Human Needs and Development Throughout the Lifespan	1			

COURSE ID	COURSE NAME	HRS	APPROVALS
CARE109	Body Systems and the Aging Process	1	
CARE110	Common Chronic Diseases	2	
CARE111	Common Communicable Diseases	2	
CARE112	Handling Difficult Situations and Behaviors	2	
CARE113	Caregiver First Aid - Burns and Poisons	1	
CARE114	Caregiver First Aid - Heart Attack and Shock	1	
CARE115	Caregiver First Aid - Choking and Falls	1	
CARE116	Caregiver First Aid - Stroke and Wounds	1	
CARE117	Caregiver First Aid - Other Sudden Emergencies	1	
CARE118	Infection prevention and control	1	
CARE119	Workplace Hazards and Safety	1	
CARE120	Promoting and Maintaining Good Mobility	2	
CARE121	Nutrition and Hydration: Special Diets and Fluid Intake	1	
CARE122	Elimination and Toileting	1	
CARE123	Providing Personal Care	1	
CARE124	Instrumental Activities of Daily Living	1	
CARE125	Providing Skin Care	1	
CARE126	Measuring Vital Signs	2	
CARE127	Observation, Reporting, and Recording	1	
CARE128	End of Life Care	1	
CARE129	Managing your Work and Avoiding Caregiver Stress	1	
CARE130	Caregiver Conduct - Regulations, Co-workers, and Families	1	
CARE131	Understanding Sexual Harassment and Misconduct	1	
CARE132	Understanding Cultural Differences in the senior population	1	
CARE133	Understanding Service Plans	1	
CARE134	Understanding Resident Rights	1	

COURSE ID	COURSE NAME	HRS	APPROVALS
CARE135	Rest and Sleep for Client Health	0.5	
CARE136	Use of Restraints in Care Settings	1	
CARE137	Boundaries in Home Care and Hospice	1	●
CARE138	Regulatory Compliance in Home Health	1	●
CARE139	Working with Families	1	
CARE140	Infection Control Basics	1	●
CARE141	Introduction to Care Settings	1	
CARE201	Understanding HIPAA	1	

### CLIENT FOCUSED COMMUNICATIONS AND CUSTOMER SERVICE

These courses prepare the caregiving professional to practice the essential skills needed to build a lasting relationship with clients and families. These skills will help the caregiver build loyalty, increase client satisfaction and enhance professionalism.

			RN	NAB	ASWB
COMM101	Courtesy: Beyond Politeness	1			
COMM102	Be There: People come first	1			
COMM103	Listening: Focus on the Client	1			
COMM104	Be Reliable: Following through	1			
COMM105	Be Positive: Going the extra mile	1			
COMM106	Clientspeak: Patronizing Language	1			
COMM107	Stress and Healing: The Magic of Therapeutic Communication	1	●		
SP102-CCG	Customer Service Basics	1	●		

### DEVELOPMENTAL DISABILITIES CARE

These courses focus on topics including abilities rather than disabilities, history and philosophy of services, individual support plans, incident reporting, medication administration, behavioral support, the code of ethics, personal care, and professional development

			RN	NAB	ASWB
DEVE201	History and Philosophy	1			
DEVE202	Individual Support Plans (ISP)	1	●		
DEVE203	Incident Reporting	1	●		
DEVE204	Medication Administration	1			

COURSE ID	COURSE NAME	HRS	APPROVALS
DEVE205	Ability Awareness	2	●
DEVE206	Behavioral Support	1	
DEVE207	Health and Medical	1	
DEVE208	Code of Ethics	1	●
DEVE209	Personal Care	2	
DEVE210	Professional Development	1	●

### DISEASE AND CONDITION CARE

Courses in this category prepare the caregiver to understand common conditions and diseases and to provide the special care for individuals affected with those diseases.

			RN	NAB	ASWB
DISE201	The Invisible Side of Multiple Sclerosis (MS)	1			
DISE202	The Hidden Symptoms of Parkinson's Disease (PD)	1			
DISE203	Diabetes Care	1	●		
SP013-CCG	Congestive Heart Failure and Heart Disease (Heart Failure)	3	●	●	
SP015-CCG	MRSA Preventing MRSA Infection	2	●	●	
SP022-CCG	VRE Preventing Vancomycin-Resistant Enterococcus Infection	2	●	●	
SP094-CCG	COPD in Assisted Living	1	●		
SP095-CCG	Hypertension	1	●	●	

### END OF LIFE CARE

Caring for someone on Hospice care or at the end of life requires special knowledge, skills, and sensitivity. These courses are designed to prepare individuals for this very important kind of care.

			RN	NAB	ASWB
DEAT101	Care Goals at the End of Life	1	●		
DEAT102	Grief and Loss: Care team and Family	1			
DEAT103	Death with Dignity: Medical Aid-in-Dying and Death with Dignity Laws	1			
ETHI4211	Death & Dying: Compassion and Ethics	1	●	●	
SP070-CCG	End of Life	1	●	●	●
SP071-CCG	Advanced Directives DNR Orders and POLST	1	●	●	



COURSE ID	COURSE NAME	HRS	APPROVALS		
<b>FIRST AID AND SAFETY</b>					
Knowing how to respond quickly and correctly when an accident, injury, or emergency occurs can save lives. All members of the team should have basic first aid and safety skills. Caregivers learn how to better understand and ensure their own safety as well as that of those in their care. The safety courses help meet OSHA safety requirements and fire emergency training mandates.					
			RN	NAB	ASWB
CARE113	Caregiver First Aid - Burns and Poisons	1			
CARE114	Caregiver First Aid - Heart Attack and Shock	1			
CARE115	Caregiver First Aid - Choking and Falls	1			
CARE116	Caregiver First Aid - Stroke and Wounds	1			
CARE117	Caregiver First Aid - Other Sudden Emergencies	1			
SAFE101	Fire Emergencies	1			
SAFE102	Hazardous Substances in the Workplace	1			
SAFE103	Responding to Weather Emergencies and Natural Hazards	1			
SAFE104	Responding to Emergencies: Gas, Explosion, Power Outage & More	1			
SAFE105	Ergonomics and Workplace Safety	1			
SAFE106	Safe Lifting and Transfer Techniques	1			
SAFE107	Universal Precautions and Bloodborne Pathogens	1			
SP012-CCG	Fire Safety and Emergency Preparedness	2	●	●	
SP027-CCG	Bloodborne Pathogens and Standard Precautions	1	●	●	
SP034-CCG	Personal Protective Equipment	1	●	●	
OST03-CCG	Adult Basic First Aid	5			
OST18-CCG	Chemical Labeling and Safety Data Sheets	1	●		

## FOOD AND NUTRITION

Menu planning and food preparation are just a part of creating an outstanding food and beverage service in a client's home or in senior care communities. These courses will introduce you to the basis of creating an excellent food program as well as assisting people with eating.

			RN	NAB	ASWB
FOOD104	Food and Culture	1			
FOOD105	Safe Food Handling	1			
FOOD106	Nutritional Guidelines and Hygiene (AL)	1			

COURSE ID	COURSE NAME	HRS	APPROVALS	
FOOD107	Safe Food Preparation and Storage (AL)	1		
FOOD108	Promoting Successful Nutrition (AL)	1		
SP041-CCG	Food Safety	1	●	●
SP043-CCG	Nutrition Basics	1	●	●
SP089-CCG	Swallowing Disorders	1	●	●

### HIV/AIDS CARE

These courses follow the HIV/AIDS diagnosis process through appointments and interactions with the hospital staff. The personal side of HIV/AIDS, the importance in preserving individuality for those suffering from it, special needs and considerations for care, and the difference between the virus (HIV) and the disease (AIDS) are all covered.

			RN	NAB	ASWB
HIV201	Understanding the Illness	1			
HIV202	The Elder's Experience	1	●		
HIV203	Diagnosis and Early Stages	1	●		
HIV204	Focusing on the Individual	1	●		
SP014-CCG	HIV/AIDS Training for the Care Provider	4	●	●	

### LEADERSHIP

Great leaders produce great, engaged teams. This series guides leadership level team members through the basics of good leadership by showing how to effectively manage people and the workplace, as well as how to use humor and team-building appropriately and effectively.

			RN	NAB	ASWB
ETHI4220	Understanding the Cultural Components of Care	2.75	●	●	
ETHI4221	Cultural Factors Regarding Sexuality in the Elderly	1.5	●	●	
LEAD301	Genuine Leadership	1			
LEAD302	Leading with Laughter	1	●		
LEAD303	Help! Who Made Me the Boss?	1	●		
LEAD304	12 Keys to Good Management	1	●		
LEAD305	Sexual Harassment Prevention for Supervisors	2	●		
SELF4106	Advanced Stress Management	3		●	
SP009-CCG	Effective Communication Skills	2	●	●	

COURSE ID	COURSE NAME	HRS	APPROVALS		
SP011-CCG	Essential Technology Skills for Administrators	1	●	●	
SP017-CCG	Staffing Skills for Successful Administrators	2	●	●	
SP024-CCG	Sexual Harassment-Federal and CA Law	2	●		
SP058-CCG	Ethical Issues	1	●	●	
SP077-CCG	HIPAA Overview for Assisted Living and Residential Care	1	●	●	
SP079-CCG	Being An Effective Leader	1	●	●	
SP080-CCG	An Introduction to Financial Management	2	●	●	
SP081-CCG	Managing Human Resources	1	●	●	
SP082-CCG	Managing the Physical Environment	1	●	●	
SP083-CCG	Managing Resident Care	1	●	●	
SP085-CCG	Sexual Harassment - Federal Law and Considerations	2	●	●	
SP093-CCG	Reducing Readmissions and Unnecessary Hospitalizations	1	●	●	
SP099-CCG	Train the Trainer	1	●	●	
STAFF4201	Become the World's Most Effective Trainer	1	●	●	

## MARKETING

Marketing is the important process of showing and telling about the services we provide. Everyone on the team is part of that process! Learn the importance of marketing.

			RN	NAB	ASWB
MARK101	You're on the Marketing Team (AL)	1			
MARK4202	Advanced Marketing Skills	3.75		●	

## MEDICATION

Courses in this series range from learning to support a person who manages his or her medication to understanding how to manage a complete medication assistance program.

			RN	NAB	ASWB
MEDI101	Medication Self Administration Training	1			
MEDI301	Introduction to Medication Management	1			
MEDI302	Providing Medication Assistance	1			
MEDI303	Understanding Medication Procedures	1			
MEDI304	Medication Dosage and Basic Math	1			

COURSE ID	COURSE NAME	HRS	APPROVALS		
MEDI305	Medication Documentation and Safety	1			
MEDI311	Marijuana in the Care Setting	1			
RW01-CCG	A Review of the Six Rights	1			
RW06-CCG	Self Audits	1			
SP023-CCG	Warfarin Coumadin - Anticoagulant Medications	2	●	●	
SP028-CCG	Medication Basics	1	●	●	
SP040-CCG	Safe Management of Narcotics	1	●	●	
SP045-CCG	PRN Medication and Dosage Calculations	1	●	●	
SP047-CCG	Understanding Medication Forms, Names, and Routes of Administration	1	●	●	
SP048-CCG	Medication Documentation	1	●	●	
SP049-CCG	Introduction to Medication Management	1	●	●	
SP050-CCG	Assistance with Medication Administration	1	●	●	
SP051-CCG	Medication Orders and Working with the Pharmacy	1	●	●	
SP052-CCG	Side Effects, Adverse Reactions, and Medication Errors	1	●	●	
SP054-CCG	Antibiotic Therapy	1	●	●	
SP065-CCG	Pain Management in Assisted Living	1	●	●	
SP075-CCG	Transdermal Patches	1	●	●	
SP087-CCG	Polypharmacy and the Implications for Seniors	1	●	●	●
SP098-CCG	Medications for Heart Disease	2	●	●	

## MENTAL HEALTH

Mental health issues are a real concern for elders and should be taken seriously. Depression coupled with health complications make this a prevalent topic and should be a part of every caregiver's knowledge base. Learn about the warning signs and what you can expect.

			RN	NAB	ASWB
MENT201	Preventing Suicide in the Elderly	1	●		
SP008-CCG	Depression and Suicide The Assisted Living Perspective	1	●	●	

COURSE ID	COURSE NAME	HRS	APPROVALS		
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### POST HOSPITAL (ADVANCED) CARE SKILLS

Preventing rehospitalization is a challenge all caregivers must confront on a daily basis in long-term elder care. These courses will sharpen your knowledge of the body's critical systems, examine the conditions that most often lead to hospital care, and address the need for self-care among caregivers.

			RN	NAB	ASWB
ACS301	Managing Pain	2			
ACS302	The Cardiovascular System	1			
ACS303	The Digestive System	1			
ACS304	The Endocrine System	1			
ACS305	The Immune System	1			
ACS306	The Integumentary System	1			
ACS307	The Mental Health System	1			
ACS308	Taking Care of YOU - Avoiding Burnout	1			
ACS309	Staying Happy and Healthy	2			
ACS310	The Musculoskeletal System	1			
ACS311	The Respiratory System	1			
ACS312	Personal Protective Equipment	1	●		
ACS313	The Urinary System	1			
ACS314	The Nervous System	1			
ACS315	The Reproductive System	1			

### SKILLS CHECKLISTS

Implement a robust blended training program by utilizing these skills checklists for easy documentation of skills demonstrations. Train, track and report at an advanced level by incorporating these checklists into your full training program.

			RN	NAB	ASWB
SKILL101	Common Care Practices - Before the Skill	60 min.			
SKILL102	Common Care Practices - After the Skill	60 min.			
SKILL103	Training Tips	60 min.			
SKILL104	Information to Gather from the Care Plan	45 min.			
SKILL105	Comfort and Safety	15 min.			

COURSE ID	COURSE NAME	HRS	APPROVALS
SKILL106	Ambulation Assistance with Durable Medical Equipment (DME)	60 min.	
SKILL107	Back Rub	60 min.	
SKILL108	Hazardous Materials Bagging Technique	30 min.	
SKILL109	Bathing- Complete Bed Bath	60 min.	
SKILL110	Bathing - Partial Bed Bath	45 min.	
SKILL111	Bathing - Perineal Care Female	30 min.	
SKILL112	Bathing - Perineal Care Male	30 min.	
SKILL113	Bathing - Shampoo Hair	30 min.	
SKILL114	Bathing - Shower	30 min.	
SKILL115	Bathing - Tub Bath	30 min.	
SKILL116	Bathroom Assistance	30 min.	
SKILL117	Bathroom Assistance - Bedpan	30 min.	
SKILL118	Bedpan/Fracture Pan Assistance	30 min.	
SKILL119	Body Mechanics for Back Safety	30 min.	
SKILL120	Calling 9-1-1	30 min.	
SKILL121	Catheter Care - Condom Catheter	60 min.	
SKILL122	Catheter Care - Foley Catheter	60 min.	
SKILL123	Catheter Care - Foley Catheter Site Cleaning	30 min.	
SKILL124	Change Adult Brief	30 min.	
SKILL125	Change an Ostomy Bag	60 min.	
SKILL126	Comb Client's Hair	30 min.	
SKILL127	Commode Assistance	60 min.	
SKILL128	Communicating with a Person	60 min.	
SKILL129	Compression Socks Application	30 min.	
SKILL130	Dressing Assistance	30 min.	
SKILL131	Eating Assistance	60 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
SKILL132	Equipment Cleaning	30 min.	
SKILL133	Eye Glasses Care	30 min.	
SKILL134	Fall Prevention in and Around the Home	30 min.	
SKILL135	Fall Prevention in Bed	30 min.	
SKILL136	Fall Prevention in the Shower	30 min.	
SKILL137	Fire Extinguisher Use	30 min.	
SKILL138	Foot Care - Clean/Cut Toenails	60 min.	
SKILL139	Gait Belt Application and Use	30 min.	
SKILL140	Hand Care - Clean, Cut, and File Fingernails	30 min.	
SKILL141	Hand Washing	30 min.	
SKILL142	Handle Clean Linen	30 min.	
SKILL143	Handle Dirty Linen	30 min.	
SKILL144	Hazardous Materials/Sharps Handling and Disposal	30 min.	
SKILL145	Hearing Aids - Inserting	30 min.	
SKILL146	Hearing Aids - Removing	30 min.	
SKILL147	Home Care Medication Skills Demonstration Checklist	30 min.	
SKILL148	Home Management	30 min.	
SKILL149	Make an Occupied Bed	90 min.	
SKILL150	Make an Unoccupied Bed	60 min.	
SKILL151	Measure and Record Blood Pressure	120 min.	
SKILL152	Measure and Record Height of Bedbound Patient	30 min.	
SKILL153	Measure and Record Oral Fluid Intake at Mealtime	60 min.	
SKILL154	SMeasure and Record Oral/Aux Temperature	30 min.	
SKILL155	Measure and Record Output from a Urinary Drainage Bag	30 min.	
SKILL156	Measure and Record Radial Pulse	30 min.	
SKILL157	Measure and Record Respiration	30 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
SKILL158	Measure and Record Weight	30 min.	
SKILL159	Measuring and Recording an Apical Pulse Rate	30 min.	
SKILL160	Measuring and Recording Axillary Temperature with a Digital Thermometer	30 min.	
SKILL161	Measuring and Recording Tympanic Temperature	30 min.	
SKILL162	Mechanical Lift Application and Use	60 min.	
SKILL163	Medication Self-Administration Assistance	60 min.	
SKILL164	Nutrition and Menu Planning	60 min.	
SKILL165	One Person Stand-Pivot Transfer	60 min.	
SKILL166	Oral Hygiene - Dentures Care	30 min.	
SKILL167	Oral Hygiene - Mouth Care	30 min.	
SKILL168	Personal Protective Equipment - Doffing Gloves	15 min.	
SKILL169	Personal Protective Equipment - Donning Gloves	15 min.	
SKILL170	Personal Protective Equipment - Gown	15 min.	
SKILL171	Personal Protective Equipment - Mask or Respirator	15 min.	
SKILL172	Personal Protective Equipment - Goggles/Face Shield	15 min.	
SKILL173	Positioning in Bed Assistance	60 min.	
SKILL174	Post Mortem Care	60 min.	
SKILL175	Range of Motion - Lower Extremities	30 min.	
SKILL176	Range of Motion - Upper Extremities	30 min.	
SKILL177	Record and Report Care Provided	60 min.	
SKILL178	Record and Report Condition Changes	60 min.	
SKILL179	Record and Report Incidents or Emergencies	60 min.	
SKILL180	Redirecting a Client with Challenging Behavior	60 min.	
SKILL181	Sharps Handling and Disposal	30 min.	
SKILL182	Shaving - Electric Razor	60 min.	
SKILL183	Shaving - Safety Razor	60 min.	



COURSE ID	COURSE NAME	HRS	APPROVALS
SKILL184	Sit on Edge of Bed	60 min.	
SKILL185	Skin Care - Applying Lotion to Prevent Pressure Sores	30 min.	
SKILL186	Standing from Bed Assistance	30 min.	
SKILL187	Transfer In/Out of Wheelchair	60 min.	
SKILL188	Transfer Person from Bed to Chair	60 min.	
SKILL189	Turn Person on Side Away From You	30 min.	
SKILL190	Turn Person on Side Toward You	30 min.	
SKILL191	Urinal Assistance	30 min.	
SKILL192	Catheter Care - Urinary Drainage Bag Maintenance	30 min.	
SKILL193	Vest Restraint Application and Care	60 min.	
SKILL194	Wheelchair Positioning	30 min.	
SKILL195	HHA Competency Checklist	16 hrs.	
SKILL196	Measure and Record Rectal Temperature with a Digital Thermometer	30 min.	
SKILL197	Collecting a Midstream Urine Specimen	30 min.	
SKILL198	Oral Hygiene for an Unconscious Client	30 min.	
SKILL199	Medication Administration - Tablets, Pills, and Capsules	30 min.	
SKILL200	Medication Administration - Liquid Medications	30 min.	
SKILL201	Medication Administration - Tubal Medications	60 min.	
SKILL202	Medication Administration - Transdermal Patch	30 min.	
SKILL203	Medication Administration - Transdermal Cream	30 min.	
SKILL204	Medication Administration - Rectal Suppositories	30 min.	
SKILL205	Medication Administration - Topical Agents	30 min.	
SKILL206	Medication Administration - Eye Drops	30 min.	
SKILL207	Medication Administration - Eardrops	30 min.	
SKILL208	Medication Administration - Nosedrops	30 min.	
SKILL209	Medication Administration - Nasal Sprays	30 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
SKILL210	Medication Administration - Inhalants	30 min.	
SKILL211	Medication Administration - Sublingual Medications	30 min.	
SKILL212	Medication Administration - Buccal Medications	30 min.	
SKILL213	Medication Administration - Subcutaneous Injection	120 min.	
SKILL214	Medication Administration - Parenteral Medications, Withdrawing Medication From a Vial	30 min.	
SKILL215	Medication Administration - Intramuscular Injection	60 min.	
SKILL216	Medication Administration - Z-track Injection	60 min.	
SKILL217	Medication Administration - Intradermal Injection	60 min.	
SKILL218	Medication Administration - Medication Reminder	30 min.	
SKILL219	Medication Administration - Eye Ointments	30 min.	
SKILL220	Medication Administration - Parenteral Medications, Withdrawing Medication From an Ampule	30 min.	
SKILL221	Medication Administration - Parenteral Medications, Reconstituting a Powdered Dosage Form	60 min.	
SKILL222	Medication Administration - Parenteral Medications, Placing Two Medications into One Syringe (Example, Insulin)	60 min.	
SKILL223	Measure and Record Pain	30 min.	

## SKILLS VIDEOS

Incorporating skills videos into your training program can result in more effective learning. These skills videos cover basic caregiving skills and are intended to be used in conjunction with a complete training program.

			RN	NAB	ASWB
VBCS101	How to Perform Preliminary Procedures	2 min.			
VBCS102	How to Wash Your Hands	3 min.			
VBCS103	How to Assist with Transfer and Ambulation	4 min.			
VBCS104	How to Perform Range of Motion Exercises	4 min.			
VBCS105	How to Assist a Client to use a Bedpan	6 min.			
VBCS106	How to Make an Occupied Bed	10 min.			
VBCS107	How to Make an Unoccupied Bed	7 min.			
VBCS108	How to Perform Catheter Care	5 min.			
VBCS109	How to Measure and Record Weight on an Ambulatory Person	2 min.			

COURSE ID	COURSE NAME	HRS	APPROVALS
VBCS110	How to Measure and Record Output from a Urinary Drainage Bag	3 min.	
VBCS111	How to Clean Dentures	2 min.	
VBCS112	How to Measure Blood Pressure	3 min.	
VBCS113	How to Measure Pulse	3 min.	
VBCS114	How to Take a Tympanic temperature	2 min.	
VBCS115	How to Perform Foot Care	5 min.	
VBCS116	Basic Care Skills - Blood Pressure	9 min.	
VBCS117	Basic Care Skills - Applying Elastic Stockings	1 min.	
VBCS118	Basic Care Skills - Bathing	1 min.	
VBCS119	Basic Care Skills - Bed Bath	7 min.	
VBCS120	Basic Care Skills - Bedpan	3 min.	
VBCS121	Basic Care Skills - Denture Care	2 min.	
VBCS122	Basic Care Skills - Dressing	2 min.	
VBCS123	Basic Care Skills - Gloves	1 min.	
VBCS124	Basic Care Skills - Grooming Hair	1 min.	
VBCS125	Basic Care Skills - Handwashing	2 min.	
VBCS126	Basic Care Skills - Leaving the Room	2 min.	
VBCS127	Basic Care Skills - Making an Occupied Bed	2 min.	
VBCS128	Basic Care Skills - Nail Care	1 min.	
VBCS129	Basic Care Skills - Oral Hygiene	1 min.	
VBCS130	Basic Care Skills - Pain	5 min.	
VBCS131	Basic Care Skills - Perineal Care	3 min.	
VBCS132	Basic Care Skills - Positioning	11 min.	
VBCS133	Basic Care Skills - Privacy	2 min.	
VBCS134	Basic Care Skills - Promoting Independence	1 min.	
VBCS135	Basic Care Skills - Pulse	6 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
VBCS136	Basic Care Skills - Range of Motion	3 min.	
VBCS137	Basic Care Skills - Respiration	3 min.	
VBCS138	Basic Care Skills - Shampooing Hair in Bed	3 min.	
VBCS139	Basic Care Skills - Shaving	2 min.	
VBCS140	Basic Care Skills - Skin Care	5 min.	
VBCS141	Basic Care Skills - Temperature	10 min.	
VBCS142	Basic Care Skills - Vital Signs	2 min.	
VBCS201	Communication Techniques	1 min.	
VBCS202	Applying Sequential Compression Devices	3 min.	
VBCS203	Obtaining Sterile Urine from the Port of Catheter	5 min.	
VBCS204	Discontinuing a Foley Catheter	3 min.	
VBCS205	Placing Electrodes and Leads for Telemetry	5 min.	
VBCS206	Obtaining a 12-Lead Electrocardiogram	8 min.	
VBCS207	Maintaining Drainage Devices and Systems	5 min.	
VBCS208	Caring for Non-Acute Ostomies	11 min.	
VBCS209	Urine Dipstick Testing	3 min.	
VBCS210	Fingerstick Capillary Blood Testing	2 min.	
VBCS211	Testing Stool for Occult Blood	3 min.	
VBCS212	Observing and Collecting Pain Responses	1 min.	
VBCS213	Assisting with Coughing and Deep Breathing Exercises	2 min.	
VBCS214	Reinforcing the Use of Incentive Spirometer	2 min.	
VBCS215	Orthostatic Blood Pressure	5 min.	
VBCS216	Testing Gastric Contents for Occult Blood and pH	3 min.	
VBCS217	Alternate Sites for Measuring Blood Pressure	4 min.	
VBCS218	Interrupting and Re-establishing Suction	3 min.	
VBCS219	Adding Fluids to Established Tube Feedings	3 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
VBCS220	Suctioning Oral Pharynx	5 min.	
VBCS221	Bladder Scanning	5 min.	
VBCS222	Obtaining a Rectal Swab	6 min.	
VBCS223	Removing Casts in Non Emergent Situations	3 min.	
VBCS224	Newborn Hearing Screening	4 min.	
VBCS225	Warm and Cold Therapies	8 min.	
VBCS226	Setting Up Traction Equipment	12 min.	
VBCS227	Continuous Passive Motion Machine	9 min.	
VBCS228	Clean, Intermittent, Straight Urinary Catheterization	5 min.	

### SPANISH ALZHEIMER'S AND DEMENTIA CARE

Individuals whose first language is Spanish may find learning easier and more effective with training programs in Spanish. These are courses from our popular ALZH series.

			RN	NAB	ASWB
ALZH109-S	Ayoyando a la Familia de Personas con Demencia	1	●		
ALZH111-S	El Medio Ambiente - Las Rutinas y la Consistencia para Promover la Comodidad	1	●		

### SPANISH CAREGIVER SKILLS

Individuals whose first language is Spanish may find learning easier and more effective with training programs in Spanish. These are courses from our popular CARE series.

			RN	NAB	ASWB
CARE101-S	Los Valores Fundamentales y el Trabajo en Equipo	1			
CARE102-S	Servicios del Cuidador y Tipo de Clientes	1			
CARE103-S	La Ética y los Derechos Personales	1			
CARE108-S	Necesidades Humanos y el Desarrollo Durante Toda la Vida	1			
CARE119-S	Los Riesgos y la Seguridad en el Trabajo	1			
CARE120-S	Promover y Mantener la Buena Movilidad	2			
CARE121-S	La Nutrición y la Hidratación Las Dietas Especiales y la Ingestión de Líquidos	1			
CARE128-S	El Cuidado Durante el Final de la Vida	1			

COURSE ID		COURSE NAME	HRS	APPROVALS		
<b>SPANISH VIDEO-BASED TRAINING (STREAMING)</b>						
Individuals whose first language is Spanish may find learning easier and more effective with training programs in Spanish. These videos from our popular Medifecta line will provide training on a number of essential topics.						
				<b>RN</b>	<b>NAB</b>	<b>ASWB</b>
VBTP101-S	Habilidades Esenciales Para Reposo En Cama		45 min.			
VBTP101-S	Habilidades Esenciales Para Reposo En Cama Suport Materials		15 min.			
VBTP102-S	Como Ayudar A Alguien Que Usa Una Silla de Ruedas		45 min.			
VBTP102-S	Como Ayudar A Alguien Que Usa Una Silla de Ruedas Suport Materials		15 min.			
VBTP103-S	Control de Infecciones y Agentes Patogenos Transmitidos Por La Sangre		45 min.			
VBTP103-S	Control de Infecciones y Agentes Patogenos Transmitidos Por La Sangre Suport Materials		15 min.			
VBTP104-S	Como Administrar Medicamentos		45 min.			
VBTP104-S	Como Administrar Medicamentos Suport Materials		15 min.			
VBTP105-S	Precauciones Para Evitar Caidas		45 min.			
VBTP105-S	Precauciones Para Evitar Caidas Suport Materials		15 min.			
VBTP106-S	Seguridad Contra Incendios		45 min.			
VBTP106-S	Seguridad Contra Incendios Suport Materials		15 min.			
VBTP108-S	El Cuidado Personal		45 min.			
VBTP108-S	El Cuidado Personal Suport Materials		15 min.			
VBTP125-S	Cómo comunicarse con alguien que padece de La enfermedad de Alzheimer		45 min.			
VBTP125-S	Cómo comunicarse con alguien que padece de La enfermedad de Alzheimer Suport Materials		15 min.			

### SPECIAL NEEDS POPULATIONS (NON ELDER CARE)

Caregivers often provide services to adults or children with special needs. These needs require skills different from those needed for elder care. This series of courses provides a foundation for this care.

		HRS	<b>RN</b>	<b>NAB</b>	<b>ASWB</b>
NEC101	Mental Illness	1			
NEC102	Developmental Disabilities	1			
NEC103	Working with People with Physical Disabilities	1			
NEC104	Working with Children and Families	1			
SP002-CCG	ADHD- Attention-Deficit/Hyperactivity Disorder	2	●	●	

COURSE ID	COURSE NAME	HRS	APPROVALS	
SP004-CCG	Autism and Other Pervasive Developmental Disorders	3	●	●
SP018-CCG	Substance Abuse and Treatment	3	●	●
SP019-CCG	Tuberculosis Disease and Prevention	3	●	●
SP092-CCG	Diabetes	1	●	●

### VIDEO-BASED TRAINING (STREAMING)\*

The IPCed video series includes award winning favorites. All of the IPCed videos visually demonstrate crucial skills while providing excellent foundational information and interesting interviews with professionals. These 87 videos cover basic caregiving skills, communication, infection control, and other important training topics that will make it easy to deliver a blended training program. Each video is complete with support materials including key concepts, a final quiz, and a certificate of completion.

			RN	NAB	ASWB
VBTP101	Essential Bedrest Skills	45 min.			
VBTP101	Essential Bedrest Skills Support Materials	15 min.			
VBTP102	How to Help Someone Who Uses a Wheelchair	45 min.			
VBTP102	How to Help Someone Who Uses a Wheelchair Support Materials	15 min.			
VBTP103	Infection Control and Bloodborne Pathogens	45 min.			
VBTP103	Infection Control and Bloodborne Pathogens Support Materials	15 min.			
VBTP104	How to Manage Medications	45 min.			
VBTP104	How to Manage Medications Support Materials	15 min.			
VBTP105	Safety In and Around the Home: Fall Prevention	45 min.			
VBTP105	Safety In and Around the Home: Fall Prevention Support Materials	15 min.			
VBTP106	Fire Safety	45 min.			
VBTP106	Fire Safety Support Materials	15 min.			
VBTP107	Elder Abuse and Neglect	45 min.			
VBTP107	Elder Abuse and Neglect Support Materials	15 min.			
VBTP108	Personal Care	45 min.			
VBTP108	Personal Care Support Materials	15 min.			
VBTP109	Caregiver Wellness	45 min.			
VBTP109	Caregiver Wellness Support Materials	15 min.			

COURSE ID	COURSE NAME	HRS	APPROVALS
VBTP110	How to Measure Vital Signs	45 min.	
VBTP110	How to Measure Vital Signs Support Materials	15 min.	
VBTP111	How to Use a Mechanical Lift	45 min.	
VBTP111	How to Use a Mechanical Life Support Materials	15 min.	
VBTP112	A Guide to Being a Companion Homemaker: Roles and Responsibilities	45 min.	
VBTP112	A Guide to Being a Companion Homemaker: Roles and Responsibilities Support Materials	15 min.	
VBTP113	A Guide to Being a Companion Homemaker: Safety and Housekeeping	45 min.	
VBTP113	A Guide to Being a Companion Homemaker: Safety and Housekeeping Support Materials	15 min.	
VBTP114	Nutrition and Meal Preparation for Older Adults	45 min.	
VBTP114	Nutrition and Meal Preparation for Older Adults Support Materials	15 min.	
VBTP115	HIPAA in Home Care	45 min.	
VBTP115	HIPAA in Home Care Support Materials	15 min.	
VBTP116	How to Assist with Medications	45 min.	
VBTP116	How to Assist with Medications Support Materials	15 min.	
VBTP117	Proper Body Mechanics and Back Safety	45 min.	
VBTP117	Proper Body Mechanics and Back Safety Support Materials	15 min.	
VBTP118	Observation, Reporting, and Documentation	45 min.	
VBTP118	Observation, Reporting, and Documentation Support Materials	15 min.	
VBTP119	Introduction to Home Care	45 min.	
VBTP119	Introduction to Home Care Support Materials	15 min.	
VBTP120	Food Preparation Techniques	45 min.	
VBTP120	Food Preparation Techniques Support Materials	15 min.	
VBTP121	Ethical and Legal Behavior	45 min.	
VBTP121	Ethical and Legal Behavior Support Materials	15 min.	
VBTP122	Medical Emergencies and Emergency Preparedness	45 min.	
VBTP122	Medical Emergencies and Emergency Preparedness Support Materials	15 min.	



COURSE ID	COURSE NAME	HRS	APPROVALS
VBTP123	How to Communicate Effectively with Someone Who Has Hearing Loss	45 min.	●
VBTP123	How to Communicate Effectively with Someone Who Has Hearing Loss Support Materials	15 min.	
VBTP124	How to Communicate with Someone Who Has Aphasia	45 min.	●
VBTP124	How to Communicate with Someone Who Has Aphasia Support Materials	15 min.	
VBTP125	Caring for Someone with Early to Mid-Stage Alzheimer's Disease	45 min.	●
VBTP125	Caring for Someone with Early to Mid-Stage Alzheimer's Disease Support Materials	15 min.	
VBTP126	Developing Cultural Competence	45 min.	
VBTP126	Developing Cultural Competence Support Materials	15 min.	
VBTP127	Caring for Someone with Mid to Late-Stage Alzheimer's Disease	45 min.	●
VBTP127	Caring for Someone with Mid to Late-Stage Alzheimer's Disease Support Materials	15 min.	
VBTP128	Communication Skills	45 min.	●
VBTP128	Communication Skills Support Materials	15 min.	
AN01-CCG	Introduction to Maintenance	25 min.	
AN02-CCG	Introduction to Housekeeping	25 min.	
AN03-CCG	The Dining Experience	25 min.	
AN04-CCG	Hospitality	30 min.	
DC01-CCG	Introduction to Dementia Care	45 min.	
DC02-CCG	Dementia Care: Tips for ADLs	55 min.	
DC03-CCG	Dementia Care: Health Complications	35 min.	
DC04-CCG	Dementia Care: Wandering	45 min.	
DC05-CCG	Therapeutic Interventions, Activities, and Communication	45 min.	
DC06-CCG	Dementia Care: Dignity and Sexuality Issues	40 min.	
DC07-CCG	Dementia Care: Aggressive Behavior	55 min.	
DC08-CCG	Dementia Care: Effects of Medications on Persons with Dementia	50 min.	
DC09-CCG	Dementia Care: Hydration	40 min.	
DC10-CCG	Dementia Care: Sundowning	40 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
DC11-CCG	Food Service in Dementia Care	35 min.	
LM01-CCG	Service Plans	45 min.	
LM02-CCG	Incident Reporting	35 min.	
LM03-CCG	Documentation: Safe and Sound Narrative Charting	40 min.	
LM04-CCG	Introduction to Marketing	30 min.	
LM05-CCG	Leadership Skills	55 min.	
MED01-CCG	Coumadin Management in Assisted Living	40 min.	
MED02-CCG	Reducing Medication Errors: Introduction and Using the MAR	35 min.	
MED03-CCG	Reducing Medication Errors: PRN Medications	35 min.	
MED04-CCG	Reducing Medication Errors: Narcotics	35 min.	
MED05-CCG	Introduction to Medication Management	30 min.	
MED06-CCG	Medication Orders and Working with the Pharmacies	25 min.	
MED07-CCG	Medications and Documentation	30 min.	
MED08-CCG	Assistance with Medication Management	40 min.	
MED09-CCG	Side Effects, Adverse Reactions, and Medications	30 min.	
OSHA01-CCG	General Workplace Safety	30 min.	
OSHA02-CCG	Back and Lifting Safety	30 min.	
OSHA03-CCG	Personal Protective Equipment	35 min.	
OSHA04-CCG	Workplace Violence	30 min.	
OSHA05-CCG	Fire, Electrical, and Chemical Safety	35 min.	
RC01-CCG	Introduction/Orientation and Resident Rights	40 min.	
RC02-CCG	Assisting with Activities of Daily Living (ADLs)	60 min.	
RC04-CCG	Psychosocial Care	45 min.	
RC05-CCG	Special Needs of the Elderly	75 min.	
RC06-CCG	Understanding Mental Illness: Schizophrenia	45 min.	
RC07-CCG	Understanding Mental Illness: Bipolar Disorder	50 min.	

COURSE ID	COURSE NAME	HRS	APPROVALS
RC08-CCG	Bloodborne Pathogens - HIV, Hepatitis, and Standard Precautions	40 min.	
RC09-CCG	Handwashing	30 min.	
RC10-CCG	Caring for Persons with Lung Disease	60 min.	
RC11-CCG	Recognizing Diversity	55 min.	
RC12-CCG	Diabetes	35 min.	
RC13-CCG	Recognizing and Reporting Elder Abuse	40 min.	
RC14-CCG	Special Care Needs: Oxygen, Ostomy, Catheter, and Skin Breakdown	60 min.	
RC15-CCG	Your First Day at Work	35 min.	
RC16-CCG	Fall Precautions in Assisted Living	45 min.	
RC17-CCG	Caring for Bedridden Residents	35 min.	
RC18-CCG	Monitoring Resident Changes in Condition	35 min.	
RC19-CCG	Wheelchairs and Other Ambulatory Aides	35 min.	
RC20-CCG	Pressure Ulcers	35 min.	
RC21-CCG	End of Life	75 min.	
RC22-CCG	Food Safety in Residential Care	35 min.	
RC23-CCG	Emergency Procedures	30 min.	
RC24-CCG	Vital Signs	60 min.	
RC25-CCG	Infection Control	40 min.	
RC26-CCG	Activities: Encouraging Resident Participation	45 min.	
RC28-CCG	Assisting the Resident with Transportation	30 min.	
RC29-CCG	Managing Challenging Family Situations	35 min.	
RC30-CCG	Understanding Mental Illness: Depression	50 min.	
RC31-CCG	Calling 911	30 min.	
RC32-CCG	Postural Supports	30 min.	