



## IMPART Alliance Direct Care Worker Course Catalog: Level 1a

### **100- Orientation** (Live via Zoom, 1 hour)

This *mandatory 1-hour* session provides information students need about their upcoming DCW virtual classes, including what to expect during class, quizzes and evaluations, video etiquette, and the interactive Zoom tools that are used in every class to enhance learning and participation. This required session provides an opportunity to meet other students in your cohort, and to ask questions.

### **101- Introduction to Direct Care Work** (Live via Zoom, 1 hour)

Students will explore why they are interested in Direct Care Work; identify the skills, knowledge and attitudes needed for this profession; gain a greater understanding of what a Direct Care Worker does and the range of settings, programs, and populations for which they may be employed. Ethical principles and standards for the Direct Care Worker will also be addressed.

### **102- Key Concepts for Direct Care Work** (Live via Zoom, 1 hour)

Understanding the importance of maintaining a person's privacy is essential for a Direct Care Worker. In this class, students will learn about how to maintain a person's confidentiality, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will identify the rights and responsibilities for both the individuals and the Direct Care Worker.

### **103- Person-Centered Thinking** (Live via Zoom, 1 hour)

Person-Centered Thinking is the foundation of providing supports and services to people. At the end of this class, students will be able to identify the characteristics of Person-Centered Thinking, describe the difference between the Medical and Person-Centered Model, define self-awareness, and understand that Person-Centered Thinking principles can and should be applied to all supports and services within any population, setting or program.

### **104- Person-Centered Relationships** (Live via Zoom, 1 hour)

Person-Centered Thinking is put into practice through Person-Centered Relationships. At the end of this class, students will be able to identify underlying values that influence all interactions with people, define power dynamics, describe the concepts of "important to" and "important for," and understand the importance of building trusting relationships based on honoring an individual's values, preferences, and culture.

### **105- Professional Boundaries** (Live via Zoom, 1 hour)

It is common for Direct Care Workers to develop close relationships with the people they work with and their families. However, maintaining professional boundaries is extremely important for both the Direct Care Worker and those for whom support is provided. At the end of this class, students will be able to define professional boundaries, describe how they promote trust and respect in relationships and identify ways to determine the core responsibilities of a Direct Care Worker in different situations.

**106- Effective Communication** (Live via Zoom, 1 hour)

People are constantly communicating; however, it is not always clear, effective, or meaningful. Knowing and utilizing good communications skills is necessary to be an effective Direct Care Worker. During this class, students will define, learn, and practice person-centered approaches for active listening and ways in which to keep conversations meaningful.

**107- Professionalism and Documentation** (Live via Zoom, 1 hour)

Professionalism is more than just an attitude. Professionalism includes appearance, actions, documentation, preparation, and many other aspects of behavior. In this class, students will describe the different components of professionalism for Direct Care Workers and define and demonstrate proper documentation.

**108- Introduction to Infection Control** (Live, via Zoom, 1 hour)

This class will introduce students to basic infection control terms and concepts, such as common sources and transmission of infections as well as infection control practices, including handwashing, using hand sanitizer, and using personal protective equipment properly.

**109- Stress Management and Self-Care** (Live, via Zoom, 1 hour)

Stress can be something positive like starting a new job, or something negative like having your car break down. Everyone experiences stress and everyone deals with stress differently. This class will help students define stress and identify common causes for stress, identify healthy and unhealthy ways to handle stress, brainstorm three ways to reduce stress, and describe the role self-care can play in decreasing your stress and maintaining good physical and mental health and well-being.

**110- Introduction to Body Mechanics** (Live, via Zoom, 1 hour)

Direct Care Work can be a physically demanding job that can put the Direct Care Worker at high risk for injury if proper body mechanics principles are not followed. In this class, proper body mechanics is defined, the benefits of using them, and the four principles are addressed. There are video examples of how to position your body for tasks, such as picking something up from the floor. Confident, assertive communication is also addressed with an opportunity for practice.

**111- Abuse, Neglect and Exploitation** (Live, via Zoom, 1 hour)

Direct Care Workers can play an important role when abuse of a person they are working with is suspected. At the end of this class, students will be able to identify types of abuse, describe factors that make a person vulnerable to abuse, define the role of the Direct Care Worker in reporting suspected abuse, and describe several abuse prevention strategies.

**112- Medical Emergency Situations and Critical Thinking** (Live, via Zoom, 1 hour)

Direct Care Workers spend more time with the people they work with than any other member of the health care team and are uniquely positioned to notice changes from what is normal for that person. After completing this class, students will be able to identify conditions or situations that are considered emergencies and describe the role of the direct care worker as well as actions to be taken during emergency situations.