



# Adult foster home —

Caregiver preparatory  
training workbook  
and  
learning activities for  
substitute and new providers



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June 2008



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# Introduction — Learning activities

1. What is the goal of the Adult Foster Home (AFH) Program?
  
2. What are two reasons an individual may choose to live in an AFH?
  - a.
  - b.
  
3. What is the provider's responsibility to the substitute caregiver?
  
4. What are the eight things the substitute caregiver must do?
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.

5. Why is it important to know the Resident's Bill of Rights?
  
6. Is it ever all right to use chemical or physical restraints without a doctor's order?
  
7. What should you do if you suspect that a resident has been abused?
  
8. Circle the types of behavior that would indicate psychological abuse.
  - a. Threats
  - b. Insults
  - c. Harsh orders
  - d. Withholding of affection
9. *Fill in the blanks.*  
To provide the best care to the residents, you must first \_\_\_\_\_.  
\_\_\_\_\_. It is very important that you are  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
10. How you act around the residents is very important. You should:
  - a. Be courteous
  - b. Be friendly and understanding
  - c.
  - d.
  - e.
  - f.
  - g.





## Communication skills — Learning activities

1. What are five things to remember when communicating with residents?
  - a.
  - b.
  - c.
  - d.
  - e.
  
2. *Fill in the blanks.*  
Communication also includes what you \_\_\_\_\_ in the resident's record.
  
3. *True or false.*  
The resident's record is a legal document.
  
4. List five rules of documentation.
  - a.
  - b.
  - c.
  - d.
  - e.

# Problem solving/ Behavior management —

## Learning activities

1. Five factors that effect the resident's behavior are:
  - a.
  - b.
  - c.
  - d.
  - e.
  
2. List six ways that, with understanding and planning, you can avoid or deal with most difficult behaviors.
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  
3. Sometimes behavior problems will occur. When you observe a behavior problem, what should you do?
  - a.
  - b.
  - c.

4. *Fill in the blanks.*

If the resident becomes aggressive, your first job is to \_\_\_\_\_  
\_\_\_\_\_ and the \_\_\_\_\_ \_\_\_\_\_ from harm.

5. Describe two ways to deal with repetitive chanting.

a.

b.

6. Any resident with Alzheimers Disease who can walk is at risk for wandering out the door. Because of this, you should:

a.

b.

c.

d.

e.

7. If the resident leaves the home or property, you should:

a.

b.

c.

d.

e.



## Safety in the home — Learning activities

1. List three ways to prevent accidents in the home.
  - a.
  - b.
  - c.
  
2. What are the four rules for preventing fires?
  - a.
  - b.
  - c.
  - d.
  
3. *Fill in the blanks.*

If clothes catch on fire, \_\_\_\_\_, lie down on the floor and \_\_\_\_\_. Wrap your or the resident's body in a \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_. Wrap from the \_\_\_\_\_ down to keep the flames from reaching the \_\_\_\_\_ and \_\_\_\_\_.
  
4. *Fill in the blanks.*

When an emergency happens, \_\_\_\_\_.
  
5. What should you do if you are not sure whether a situation is an emergency?
  
6. What information must you have ready when emergency personnel arrive?



4. List five ways to encourage interest in foods.

a.

b.

c.

d.

e.

5. *Fill in the blanks.*

Follow the \_\_\_\_\_ and \_\_\_\_\_. Residents must be able to \_\_\_\_\_ on the \_\_\_\_\_ they will eat.

6. What are three things you need to be aware of while preparing and storing food?

a.

b.

c.



## Providing personal care — Learning activities

1. Personal care includes what six things?

- a.
- b.
- c.
- d.
- e.
- f.

2. *Fill in the blanks.*

Encouraging resident \_\_\_\_\_ and promoting \_\_\_\_\_ - \_\_\_\_\_ is one of your primary \_\_\_\_\_ as an adult foster home provider.


3. If you don't know how much the resident can do for her/himself, what should you do?

4. List the five personal care goals.

- a.
- b.
- c.
- d.
- e.

5. What does bathing do for the resident?

6. What are the steps you should use in assisting the resident to bathe?
  - a.
  - b.
  - c.
  - d.
  
7. *True or false.*  
A male resident should be allowed to shave himself unless it is unsafe for him to do so.
  
8. What type of razor is the easiest and safest to use?
  
  
  
  
  
  
  
  
  
  
9. When assisting the resident with mouth care, you should examine the mouth for sign of what three things?
  - a.
  - b.
  - c.
  
  
  
  
  
  
  
  
  
  
10. How often do dentures or partials need to be cleaned?
  
  
  
  
  
  
  
  
  
  
11. What problems can occur from a resident having sore feet?

- 
12. What should you do before cutting a resident's toenails?
  
  
  
  
  
  
  
  
  
  
  13. Four age-related changes that occur with the skin are:
    - a.
    - b.
    - c.
    - d.
  
  
  
  
  
  
  
  
  
  
  14. Why are people with disabilities at risk for pressure sores?
  
  
  
  
  
  
  
  
  
  
  15. What are two warning signs of skin breakdown?
    - a.
    - b.
  
  
  
  
  
  
  
  
  
  
  16. List three things that may cause pressure sores.
    - a.
    - b.
    - c.



17. How can you help prevent pressure sores?

18. What is your part in the management of pressure sores?

a.

b.

c.

d.

## Bowel and bladder needs — Learning activities

1. List five factors that contribute to constipation.
  - a.
  - b.
  - c.
  - d.
  - e.
  
2. What are three signs of constipation?
  - a.
  - b.
  - c.
  
3. Laxatives and enemas should only be used under what conditions?
  
4. *Fill in the blanks.*  
Diarrhea may be a sign of \_\_\_\_\_ or \_\_\_\_\_.
  
5. *True or false.*  
Never give a resident drugs used to relieve diarrhea unless instructed to by the health care professional.

## Moving and lifting — Learning activities

1. *True or false.*  
Using the muscles of the lower back to do heavy work is very bad for your back.
  
2. Who is at high risk for back injury?
  
  
  
  
  
  
  
  
  
  
3. List three rules of good body mechanics.
  - a.
  - b.
  - c.
  
  
  
  
  
  
  
  
  
  
4. Before you transfer the resident from the bed to a chair, you must first do what?

## Medications — Learning activities

1. Before you can give (administer) medications to others, you must:

---

---

2. *Fill in the blanks.*

Drugs have certain effects on the body. These effects are called

---

3. What does the term “adverse reactions” mean?

4. List five common side effects of medications.

- a.
- b.
- c.
- d.
- e.

5. *Fill in the blanks.*

A drug interaction occurs when a drug combines with other \_\_\_\_\_ and/or \_\_\_\_\_ to produce side effects.

6. – 20. Match the abbreviation with its Meaning

**Abbreviation**


**Meaning**

- |                 |                      |
|-----------------|----------------------|
| 6. _____q2h     | a. hour of sleep     |
| 7. _____n.p.o.  | b. after meals       |
| 8. _____h.s.    | c. every day         |
| 9. _____BID     | d. three times a day |
| 10. _____p.c.   | e. every             |
| 11. _____p.r.n. | f. after noon        |
| 12. _____OD     | g. every two hours   |
| 13. _____q      | h. by                |
| 14. _____a.c.   | i. twice a day       |
| 15. _____p      | j. after             |
| 16. _____t.i.d. | k. right eye         |
| 17. _____q.d.   | l. nothing by mouth  |
| 18. _____PM     | m. dilute            |
| 19. _____per    | n. as needed         |
| 20. _____dil.   | o. before meals      |

21. What are the six rules for administering medications?


- a.
- b.
- c.
- d.
- e.
- f.



- 
22. Who should initial the medication charts and when?
  23. If the resident has a severe reaction to a medication, what should you do?
  24. How should medications be stored?
  25. What should you do if the label shows that the medication has expired?
  26. What does PRN mean and under what conditions can the medication be given?

## Delegation of nursing care tasks — Learning activities

1. What is the definition of “special tasks of nursing care?”
2. What is the delegation of special tasks nursing care?
3. *True or false.*  
There is a list available of the more common tasks of nursing care.
4. Who can delegate special tasks of nursing care?
5. When will the Registered Nurse not delegate special tasks of nursing care?
  - a.
  - b.
  - c.
  - d.

- 
6. *True or false.*  
As a part of delegation, the Registered Nurse must leave written instructions that you can understand and follow.
  
  7. According to the Adult Foster Home Rules, what must happen before physical or chemical restraints can be used for a resident as a part of her/his plan of care?
    - a.
    - b.
  
  8. How often must physical restraints be released (untied)?



**Seniors and People with Disabilities  
Adult Foster Home Program**


\_\_\_\_\_  
Has successfully completed the Caregiver Preparatory Training  
Program for Substitute Caregivers.

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Caregiver's signature

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Oregon Department of Human Services  
Seniors and People with Disabilities  
500 Summer Street NE E-13  
Salem, Oregon 97301

