

# DACUM Competency Profile for The Direct Care Specialist and Respite Care Provider

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The Direct Care Specialist is one who provides care to individuals with special needs, in the home/community environment, so that families/significant others can have rest from care giving responsibilities.

<b>Duties</b>		<b>Tasks</b>			
<b>A</b>	Assess Client Needs	A-1 Solicit data/information from parent/caregiver	A-2 Clarify respite role	A-3 Clarify house rules	A-4 Obtain emergency information
		A-5 Maintain communication log	A-6 Provide client education		
<b>B</b>	Maintain a Safe Environment	B-1 Utilize universal precautions	B-2 Maintain proper releases for protocols (medications & treatments)	B-3 Monitor proper equipment functions	B-4 Maintain developmentally related safety precautions
		B-5 Maintain disaster preparedness plans	B-6 Provide postural supports	B-7 Observe for signs & symptoms of abuse	
<b>C</b>	Maintain Activities of Daily Living	C-1 Assist with client bath	C-2 Assist/provide oral hygiene	C-3 Assist with toileting	C-4 Maintain/monitor intake and output
		C-5 Assist with dressing client	C-6 Assist/provide grooming	C-7 Prepare meals	C-8 Assist/feed client
		C-9 Maintain clean environment	C-10 Assist with mobility	C-11 Facilitate client exercise	
<b>D</b>	Assist/Maintain Therapeutic Care	D-1 Assist with medications	D-2 Apply/monitor assistive devices	D-3 Provide wound care	D-4 maintain range of motion
		D-5 Transfer clients	D-6 Measure vital signs	D-7 Empty colostomy bags	D-8 Administer tube feeding
		D-9 Maintain/monitor catheters	D-10 Assist with tracheal care	D-11 Align and maintain posture	
<b>E</b>	Reinforce Independent Living Skills	E-1 Reinforce client self-awareness/identity	E-2 Reinforce recognition of community helpers	E-3 Reinforce organization skills of daily living	E-4 Reinforce how to utilize public transportation
		E-5 Reinforce how to count money			

**F**

Support Psychosocial Skills

F-1 Facilitate play activities	F-2 Supervise outdoor activities	F-3 Encourage peer relationships	F-4 Assist client with daily chores
F-5 Reinforce self-esteem	F-6 Provide personal attention	F-7 Provide activities at developmental level	F-8 Provide positive reinforcement
F-9 Redirect negative behaviors	F-10 Manage aggressive behavior	F-11 Read to client	

**G**

Assist with Supportive Services

G-1 Transport clients to appointments	G-2 Assist with instructional training	G-3 Reinforce therapeutic treatment plans	G-4 Assist with homework
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**H**

Maintain Professional Responsibilities

H-1 Maintain healthy screening	H-2 Maintain background checks	H-3 Maintain CPR certification	H-4 Maintain First-Aid certification
H-5 Attend in-service education and continuing education courses	H-6 Maintain drivers license	H-7 Utilize back brace	

### **Future Trends & Issues**

- Salary and benefits
- Continued education for workers
- Legal liability
- Increased public awareness
- Protocol/scope of practice
- Increased risk of infectious diseases
- Parent orientation requirements to respite role
- Decrease caregiver/client ratio
- Increase protection for infectious disease
  
- Communication tools provided by agency
  
- Caregivers attire
- Availability of patient transportation
- Increased employment hours
- Increased independent care
- Increased self employment

### **Knowledge and Skills**

- Developmental levels
- Sign language
- Side effect of medications
- Etiquette
- Ethics
- Awareness of individualized education programs
- Respect
- Policy & procedures for assembly and setup of machines
- Vital signs
- Medical terminology
- Aseptic techniques
- Patient warning signs
- Charting principles
- CPR - First-aid
- Heimlich maneuver
- Fire extinguisher location/operation
- Emergency evacuation plan
- Transfer techniques
- Body mechanics
- Communication skills (basic spelling/abbreviations)
- Problem solving skills
- Interpersonal skills
- Observation skills
- Tactful
- Courteous
- Critical thinking
- Universal precautions
- Confidentiality
- Child abuse & adult abuse
- Cultural issues
- Self defense
- Knowledge of medical history
- Hand washing techniques
- Work independently/initiative
- Open to learn new techniques & procedures
- Procedures for unusual occurrences

- Available emergency equipment
- Patient warning signs
- Behavioral management techniques
- How to prepare meals

### **Tools, Equipment, Supplies and Materials**

- Adaptive equipment
  - Shower chair
  - Ramp & lift
  - Wheelchairs (motorized & battery charged)
  - Walkers
  - PEC pictures
  - PEC Communication System
- Appliances: Domestic Equipment/Recreational Equipment
  - Vacuum cleaner
  - Laundry - washer/dryer
  - Microwave
  - Refrigerator
  - Telephone/cell phones/beepers
  - Fax machine
  - Copy machine
  - Computer
  - Communication log
  - Television/VCR
  - Stereo/radio boom box
- Medical Supplies
  - Medical literature
  - First-Aid kits
  - Thermometer
  - Band-Aid/gauze
  - Medicine (antibiotic, ointment)
  - Helmets
  - Alcohol - hydrogen peroxide
  - Mattress protectors
  - CPR Mouth shield
  - Diapers & wipes
  - Commode
  - Sphygmomanometer
  - Stethoscope
  - Weighing scales
  - Suction
  - Syringes & needles
  - Test strips
  - Sign boards (Exit, No Smoking, Wash Your Hands)
  - Back support
  - Basic Braces
  - Gastronomy tube
  - Special pillows
  - Oxygen tank
  - Protective equipment
  - Neutralizer
  - Catheters
  - Oxygen cannula
- Environmental Monitoring System
  - "Clapper"
  - Answering machines
  - Fire extinguisher

- Baby & adult monitors
- Maintenance Tools
  - Toolbox with:
    - Screw driver
    - Hammer
    - Nails

### **Worker Traits and Characteristics**

- Patience
- Compassion
- Teamwork
- Self Motivation
- Confidence
- Flexible
- Responsible
- Honest
- Efficient
- Personal hygiene (good)
- Confidentiality
- Sense of Humor
- Integrity
- Generous
- Goal oriented (long and short term)
- Endurance
- Self control
- Physically fit
- Innovative
- Hard worker
- Follow directions
- Decision maker
- Ability to listen
- Ability to prioritize
- Common sense
- Trustworthy
- Build relationships with client/family
- Empathetic

