

Home Health Aide Training

Worksheets for Section 2

Module 7. Key Concepts of Home Care

Module 10. Body Systems and Common Diseases

Module 11. Working with Elders

Module 16. Assisting with Self-Administered Medications

Module 17. Safety for the Client and the Worker

Module 22. Managing Pain

Module 24. All about Food; Spending and Budgeting

Module 7. Key Concepts of Home Care

Worksheet 1: Work Schedule and Contact Information

Here is the kind of information that you will need to keep track of your schedule. The contact information will be useful to you. You may also want to give it to your children's school or day-care providers, in case of emergency.

Start Date
Days of the Week (that I work)
Hours

Agency Address
Name and phone number of my contact person at work
Number where I can be reached in family emergencies

Other notes:

Module 10. Body Systems and Common Diseases

Worksheet 1. Main Parts of the Body Systems

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Letter of Drawing	Main Parts
	1. The main parts of this body system are: <ul style="list-style-type: none">• Bones• Muscles• Joints, ligaments, and tendons
	2. The main parts of this body system are: <ul style="list-style-type: none">• A top layer, with pores and hair• A second layer, with hair roots, nerves, and sweat glands• A third layer, with fatty tissue
	3. The main parts of this body system are: <ul style="list-style-type: none">• The brain• Nerves• The sense organs• The spinal cord
	4. The main parts of this body system are: <ul style="list-style-type: none">• The kidneys• The bladder• The ureters and urethra

Module 10. Body Systems and Common Diseases

Worksheet 1. Main Parts of the Body Systems

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Letter of Drawing	Main Parts
	5. The main parts of this body system are: <ul style="list-style-type: none">• Blood• Blood vessels• The heart
	6. The main parts of this body system include: <ul style="list-style-type: none">• For the woman: breasts, vagina, uterus, fallopian tubes, ovaries, and cervix• For the man: testicles, scrotum, penis, vas deferens, prostate gland
	7. The main parts of this body system are: <ul style="list-style-type: none">• The mouth• The stomach• The small and large intestines• The liver, the gallbladder, and the pancreas
	8. The main parts of this body system include: <ul style="list-style-type: none">• The nose• The trachea• The lungs

Module 10. Body Systems and Common Diseases

Worksheet 2. Body Systems and What They Do

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Letter of Drawing	What the Body System Does
	9. This body system: <ul style="list-style-type: none">• Controls all the other body systems.• Brings messages from the rest of the body to the brain.
	10. This body system: <ul style="list-style-type: none">• Pumps blood with food and oxygen to the cells.• Takes wastes away from the cells.
	11. This body system: <ul style="list-style-type: none">• Produces the male and female cells that start a new human life• Protects and nourishes the new life growing inside the woman• Provides a way for the new life to be born
	12. This body system: <ul style="list-style-type: none">• Gets liquid wastes out of the body.• Helps keeps the right amount of fluids and chemicals in the body.

Module 10. Body Systems and Common Diseases

Worksheet 2. Body Systems and What They Do

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Letter of Drawing	What the Body System Does
	13. This body system: <ul style="list-style-type: none">• Holds the body up-right.• Protects organs inside the body.• Lets people move their bodies.
	14. This body system: <ul style="list-style-type: none">• Breaks down food into tiny bits that the body can use.
	15. This body system: <ul style="list-style-type: none">• Brings oxygen into the body.• Gets carbon dioxide out of the body.
	16. This body system: <ul style="list-style-type: none">• Protects the inside of the body from germs.• Keeps the body from getting too hot or too cold.• Sends the brain messages about pain, cold, heat, and touch.

Module 10. Body Systems and Common Diseases

Worksheet 3. Name That Body System!

_____ 17. The Circulatory System

_____ 18. The Digestive System

_____ 19. The Nervous System

_____ 20. The Reproductive System

_____ 21. The Respiratory System

_____ 22. The Skeletomuscular System

_____ 23. The Skin

_____ 24. The Urinary System

Module 11. Working with Elders

Worksheet 1. Myths and Truths about Aging

Decide whether each statement is true or false. Then write **T** for true or **F** for false.

1. _____ Older adults can't learn new things or deal with changes.
2. _____ It is normal for elders to be confused about what's going on.
3. _____ Sex and intimacy are not important for elders.
4. _____ Even healthy elders should avoid getting exercise in order to save energy.
5. _____ Older adults don't care anymore about looking good.
6. _____ Most elders are sick and in nursing homes.
7. _____ People usually get shorter as they get older.
8. _____ Older people have trouble hearing, seeing, and keeping their balance.
9. _____ Losing control over the bowel or bladder is a normal part of aging.
10. _____ Most older people act very much alike.

Module 16. Assisting with Self-Administered Medications

Worksheet 1. Find “The Five Rights” on a Prescription Label

Here’s a sample prescription label (with the name and address changed). Find and circle the 5 Rights.

CVS Pharmacy	#0329
45 Main Street	Anytown, NY 12345
Jane Doe	
63 Baker Street	Anytown, NY 12345
LORAZEPAM 0.5 MG TABLET MYL	
Substituted for Ativan 0.5 mg tablet BIO	
TAKE ONE TABLET BY MOUTH EVERY 6 TO 8 HOURS AS NEEDED	
Quantity: 15	Refills require authorization
Store Phone: 212 234-5678	
RX#: C23456	
Prescriber: Marcus Welby, M.D.	

Module 16. Assisting with Self-Administered Medications

Worksheet 2. Find “The Five Rights” on Over-the-Counter Medication Labels

Some medications do not have to be ordered by a doctor. These medications are called “over-the-counter” or “nonprescription.” These labels are longer and harder to read, but they still contain the 5 Rights.

Here’s a sample over-the-counter label. Find and circle the 5 Rights.

DO NOT USE IF SEAL AROUND BOTTLE CAP OR NECK IS BROKEN OR MISSING
Read all product information before using.
Active ingredients (in each geltab)---Purposes Acetaminophen 200 mg—Pain reliever Aspirin 200 mg—Pain-reliever
Use: Treats migraine
Warning: Children and teenagers who...should not use this product. Consult a doctor if... Allergy alert: Aspirin may cause a severe allergic reaction...
Do not use: If allergic to any of the ingredients... Stop use and ask a doctor if an allergic reaction occurs... If pregnant or breast-feeding... Keep out of reach of children. Overdose warning...
Directions: Do not use more than directed. Adults: take 2 geltabs with a glass of water. If symptoms persist or worsen, ask your doctor. Do not take more than 2 geltabs in 24 hours, unless directed by a doctor. Under 18 years of age, ask a doctor.
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Module 17. Safety for the Client and the Worker

Worksheet 1. What Is Not Safe Here?

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How many unsafe things can you find in this room? Circle each item on your paper.



Module 17. Safety for the Client and the Worker

Worksheet 1. What Is Not Safe Here?

Page 2 of 2

How many unsafe things can you find in this kitchen? Circle each item on your paper.



Module 22. Managing Pain

Worksheet 1. Quiz: Understanding Pain

1. Almost 75% of people in the United States live with **chronic** pain that interferes with their mood, sleep, ability to work, and enjoyment of life.

True **False**

2. Pain can cause a person to feel angry and frustrated. These emotions can make the pain feel worse.

True **False**

3. There are many common diseases such as arthritis, multiple sclerosis, and diabetes where pain is caused by **physical** damage that can't be seen. The pain involved is chronic with acute episodes.

True **False**

4. The main purpose of pain is to give a signal to our mind and body to protect us.

True **False**

5. To avoid overuse of medication, it is better for a person to wait until the pain is severe before they take medication.

True **False**

6. It is easy for a person in pain to describe their pain.

True **False**

7. Sometimes medication is not enough to help a person be pain-free.

True **False**

Module 24. All About Food; Spending and Budgeting

Worksheet 1. Food Likes and Dislikes

Different people can have very different taste in food. Talk with your group about your likes and dislikes.

1. Which foods do you and your family eat every week? Why do you eat them so often?
2. Which foods do you like the most? Why?
3. Which foods do you like the least? Why?
4. What did you learn about food and eating while you were growing up?

Module 24. All About Food; Spending and Budgeting

Worksheet 2. Assisting Mrs. Jackson with Her Budget

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Mrs. Jackson has a budget so that she can control her spending. Your role is to assist her in following her budget. When you assist her, you want to honor her values and preferences as much as possible. You also want to encourage her to take as much responsibility as she can for managing her own budget.

Read the situations below, and then decide what you would do or say to assist Mrs. Jackson.

1. Imagine that Mrs. Jackson has asked you to go to the drugstore to buy her a beauty cream that she just saw advertised on TV. This beauty cream costs \$25 and it is not in her budget.

What would you do or say?

2. Imagine that Mrs. Jackson has asked you to buy shampoo, but you notice that there are two unopened bottles of shampoo in the bathroom cabinet.

What would you do or say?

Module 24. All About Food; Spending and Budgeting

Worksheet 2. Assisting Mrs. Jackson with Her Budget

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- Imagine that Mrs. Jackson really likes a particular brand of orange juice and she has asked you to buy a gallon of it for her, but you have a coupon for your favorite brand of apple juice.

What would you do or say?

- Imagine that you have made a grocery list with Mrs. Jackson, and you have tried to estimate how much it will cost to buy everything on her list. You estimate that it will cost \$50, but Mrs. Jackson has given you only \$25, because that is what is in her budget.

What would you do or say?
