

Georgia Department of Community Health

Healthcare Facility Regulations Division

Personal Care Home Program

Instructions for Completing the Proxy Caregiver Skills Competency Validation Checklist

TO ALL INSTRUCTORS:

The instructor needs to be knowledgeable of the regulations and interpretations of regulations related to medication assistance in personal care homes, assisted living communities and the rules and regulations for proxy caregivers. As indicated on the checklist, the instructor is to review the guidelines and checklist prior to the observation of the tasks or skills. By signature, the instructor indicates the proxy caregiver has been trained in accordance with these rules and determined through completion of a skills competency checklist before an appropriately licensed healthcare professional to have the knowledge and skills necessary to perform the specific health maintenance activities in accordance with the written plan of care.

Directions for completing checklist

1. The name of the resident, proxy caregiver, and the personal care home are to be written on each page of the checklist. The checklist is not transferable.
2. All documentation on the checklist is to be in ink.
3. Training curriculum must be in written, retrievable form.
4. When the proxy caregiver has demonstrated competency for a task or skill, the instructor is to record the satisfactory completion date and sign in the spaces provided. Space is provided to date and sign for those tasks for which a proxy caregiver needs additional training or needs to be observed again.
5. "Basic Medication Administration Information and Medical Terminology" competency may be determined by asking the caregiver questions or by written test; otherwise, demonstration by the caregiver is required unless specified.
6. The "Comments" section may be used to document any additional information, including signatures.
7. The original validation checklist must be maintained in the facility and retrievable. Proxy caregivers' training is resident-specific and should be maintained with resident files. A copy of the checklist may be placed in the employee file if the proxy caregiver is an employee of the facility.
8. Instructors must provide training in accordance with their occupational licensing laws and practice acts.
9. Continued skills competency validations by an appropriately licensed healthcare professional are required with new medications, changes in medications or resident condition, and at least annually, if not assessed more frequently as specified on the written plan of care.
10. Medication assistance by proxy caregivers requires Informed Consent of the resident or his/her authorized representative, satisfactory completion of training with competency validation, and a written plan of care prior to the proxy caregiver performing the task.