

PCA Name:
Supervisory Consumer:
PAS Manager:

Date completed:
Score:

PCA Training Module Annual Review Test Questions:

PCA's complete the annual review test modules if they have been working for MCIL for at least 12 months.
All new hire PCA's must complete the orientation test modules.

Mission Statement of MCIL...

1. What is the mission statement of MCIL?

A:

2. How can you best support independent living as a PCA for consumers?

A:

Goals of Independent Living...

3. Name 3 Goals of Independent Living?

- 1.
- 2.
- 3.

Consumer Direction...

4. Name 3 opportunities consumers have in the PAS program?

- 1.
- 2.
- 3.

5. Who is responsible for signing your timesheet?

A:

6. Who does a responsible party refer to and what are there responsibilities?

A:

Supervising PCA's...

7. Who is the first point of contact for all work-related concerns?

A:

8. Describe in your own words what a "no-call, no-show" is?

A:

Employee Handbook...

9. Where do you find MCIL's employment practices, policies, and procedures, and, is it mandatory to review this document?

A:

Disability Awareness...

10. True or False: Is it okay to help someone with a disability, without asking first? A:



Stereotypes and Language...

11. Give 2 examples of words/terms that are offensive to consumers.

- 1.
- 2.

12. Give 2 examples of appropriate words/terms to use.

- 1.
- 2.

13. Describe how someone has stereotyped you in the past, and how that made you feel.

A:

Wheelchair Courtesy...

14. True or False: Offering or assisting someone in a wheelchair before they have asked makes them feel safe and well cared for.

A:

15. Why is it important to place a person's wheelchair within their reach before, during or after a transfer?

A:

Boundaries...

16. Name 5 of the top 10 "absolute no's"

- 1.
- 2.
- 3.
- 4.
- 5.

17. Describe what wearing inappropriate attire to work means?

A:

BBP: Cycle of Infection...

18. For an infectious process to begin and continue what must be present?

A:

BBP: Hepatitis B (HBV)...

19. What is HBV?

A:



20. You have been providing supports to a consumer you have known for several months, and now you become exposed to bodily fluids. Is it safe to assume he is not a carrier of HBV? Why or why not?

A:

HBV Transmission and Symptoms...

21. Who are considered high risk groups for contracting HBV?

A:

22. How can HBV be spread?

A:

Reducing Risks and Spreading of Hepatitis B...

23. Name three practices to reduce your risk of Hepatitis B.

- 1.
- 2.
- 3.

24. Name three practices you should adopt in order to reduce the spread of the HEP B virus if you are already infected.

- 1.
- 2.
- 3.

HIV & AIDS...

25. What is the cause of HIV-AIDS?

A:

Exposure Control Plan...

26. Who should you contact if you are interested in receiving the HEP B shots?

A:

27. Give an example of an incident on the job where universal precautions should be used.

A:

Universal Precautions...

28. Why have Universal Precautions been established?

A:

Effective Hand Washing...

29. How should you turn off the water when you are finished washing your hands?

A:



Protective Barriers...

30. True or False: Gloves can be used for more than one person as long as they remain clean?

A:

31. Who is responsible for providing protective devices?

A:

Cleaning and Disinfecting Procedures...

32. If you are unaware of how to clean a particular piece of equipment on the job, who should you ask?

A:

33. How should you clean a digital thermometer?

A:

Contaminated Laundry...

34. You are undressing the consumer you work for and notice a blood streak on his/her shirt. What should you do?

A:

35. Even though you understand these procedures for laundry and removal of contaminants, the consumer you work for does not use bleach, what should you do? A:

Accidental Exposure Incidents...

36. Define exposure.

A:

37. What should you do for a needle stick?

A:

Occupational Health and Safety Administration...

38. True or False: Only your employer can file a complaint to OSHA?

A:

39. MCIL regards each consumer as your supervisor, what should you do if you feel something you've been asked to do at work is unsafe?

A:

OSHA Mandates...

40. Who directs PCA's as to procedures regarding personal protective equipment?

A:



Health Insurance Portability and Accountability Act... HIPAA

41. You are working for a consumer who is ill, the consumer's brother calls and asks "how's my brother doing?" Is it okay to tell them what they are asking to know? Why/ Why not?

A:

42. The consumer asks you to throw out an empty prescription bottle. What should you do to ensure you are in accordance with HIPAA?

A:

Informed Consent...

43. Define informed consent.

A:

44. When should you inform a consumer if you have to provide emergency release of Information?

A:

Mandated Reporter...

45. True or False: As a pca, you are a mandated reporter?

A:

46. Define mandated reporter.

A:

47. How soon after suspecting abuse or neglect should you report it?

A:

48. Who do you report to?

A:

Minnesota Vulnerable Adult Act...

49. What is the MN Vulnerable Adult Act?

A:

50. What can happen if you fail to report or follow the requirements?

A:

Maltreatment Categories...

51. As a PCA for a quadriplegic consumer you are responsible for assisting them in getting up each morning. This morning the consumer was angry because you were 5 minutes late and snaps at you, which makes you upset. You decide to leave the room and cool off and allow the consumer time to think about what they have done. Is this considered abuse? Why/ Why not?

A:



Maltreatment/Neglect...

52. You call in for your scheduled shift and leave a voice mail for the consumer you are scheduled with. You know that consumer cannot reach the phone on his/ her own, could this be considered Neglect? Why/ why not?

A:

53. List the 5 things a care giver must provide in order to avoid neglect.

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

Exceptions to Abuse and Neglect...

54. You arrive for your shift and the consumer is unconscious and not breathing. You know that in their health care directive they do not want to be resuscitated so you call 911 and do nothing else. Is this considered abuse or neglect? Why/ why not?

A:

55. The consumer you work for has decided to go against their doctor's orders and takes an herbal remedy and refuses to take their medications after you remind them. By not insisting that they take their meds are you abusing or neglecting that consumer? Why/ why not?

A:

Financial Exploitation...

56. Are PCA's allowed to borrow money from a consumer? Why do you think this is okay or not okay?

A:

Maltreatment of Minors Act...

57. What is the definition of abuse or neglect according to the Maltreatment of Minors Act?

A:

58. Are you required to report abuse of a minor?

A:

59. How many years back can you report suspected abuse or neglect of a minor?

A:



Child Neglect...

60. Name 5 conditions that fall under child neglect.

- 1.
- 2.
- 3.
- 4.
- 5.

61. What is the difference between child abuse and child neglect?

A:

When to Report Abuse and Neglect...

62. When reporting abuse/ neglect who should you call during MCIL business hours? After business hours?

A:

63. Name at least two instances when reporting is mandatory

- 1.
- 2.

Lifts and Transfers...

64. Why is it important to prepare the environment before beginning a transfer?

A:

65. Why must the wheels on a wheelchair or bed be in the locked position before a transfer?

A:

66. When should you STOP a transfer?

A:

Lifting and Transfers: Tips to reducing on the job injuries...

67. Name 3 of the 9 tips to reducing on the job injuries and why they are important.

- 1.
- 2.
- 3.

Transfer Devices...

68. What must a person using a sliding board be able to do in order to use it effectively?

A:

69. What is another name for a mechanical lift?

A:



Health Care Directives...

70. Who do you ask regarding whether or not a consumer has a health care directive?

A:

71. Why is a health care directive important if you cannot communicate your wishes?

A:

Contents of Health Care Directives...

72. True or False: You can request assisted suicide on your health care directive?

A:

73. How long does a health care directive last?

A: