

DACUM Competency Profile for Direct Care Staff

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The Direct Care Staff is a member of the Individual Development Team that provides active habilitation for developmentally disabled clients through training and support for the purpose of increasing and maintaining their independence.

| Duties | | Tasks | | | |
|---------------|---------------------------------------|-------------------------------------------------|------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|
| A | Provide or Assist with Life Skills | A-1 Assist with or bath client | A-2 Assist/provide perineal care | A-3 Assist with/or shave facial hair | A-4 Assist/provide nail care |
| | | A-5 Assist/provide oral hygiene | A-6 Assist with toilet training | A-7 Assist with/or dress client | A-8 Assist with ambulation |
| | | A-9 Change bed linens | A-10 Supervise community integration | A-11 Assist/provide colostomy care | A-12 Prepare client for day program |
| | | A-13 Establish home traditions | A-14 Assist with Physical Transfers | | |
| B | Assist with/or Administer Medications | B-1 Inventorying/logging of medication supply | B-2 Assist with/or administrate oral medications | B-3 Assist with/or administer topical medication | B-4 Administer eardrops |
| | | B-5 Administer eye drops | B-6 Administer rectal/vaginal suppositories | B-7 Assist/provide breathing treatments | B-8 Administer nose sprays |
| C | Maintain a Safe Environment | C-1 Make room rounds | C-2 Assist with/or supervise a clean environment | C-3 Secure hazardous materials | C-4 maintain emergency food |
| | | C-5 Provide water safety supervision | C-6 Maintain safe driving skills | C-7 Provide preventive maintenance for automobile | C-8 Supervise/maintain appropriate wheel chair positioning |
| | | C-9 Report Mechanical problems with wheel chair | C-10 Monitor safety during wheel chair translocation | C-11 Supervise/maintain orthotic care | |
| D | Provide/Assist with Nutrition | D-1 Implement diet plan | D-2 Monitor expiration dates on food items | D-3 Shop for basic needs & groceries | D-4 Prepare meals for client |
| | | D-5 Administer gastro tube feedings | D-6 Monitor blood glucose level as needed | D-7 Maintain nutrition log | |

E

Support/Teach Therapeutic Plans

| | | | |
|-----------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| E-1 Follow speech/language plan | E-2 Follow occupational therapy plan | E-3 Follow the physical therapy plan | E-4 Implement behavioral modification |
| E-5 Maintain recreational therapy | E-6 Implement socialization time | E-7 Implement leisure time | E-8 Teach client etiquette skills |
| E-9 Teach family style dining | E-10 Teach dressing skills | | |

F

Collect Data

| | | | |
|---------------------------------------------------|-------------------------------------------------------|--------------------------------------|---------------------------|
| F-1 Assist in developing individual service plans | F-2 Give/receive report to the on-coming shift | F-3 Measure vital signs | F-4 Measure input-output |
| F-5 Measure weight | F-6 Perform body checks | F-7 Monitor menstrual cycles | F-8 Perform breast checks |
| F-9 Maintain inventory of personal items | F-10 Report/monitor the repair of personal appliances | F-11 Report/monitor seizure activity | |

G

Assist with/or Maintain Client's Treatment Plan

| | | | |
|---------------------------------------|----------------------------------------|-----------------------------------------------------------|----------------------------------------------------|
| G-1 Practice Standard Precautions | G-2 Collect bodily fluid specimens | G-3 Provide transportation to doctor/dentist appointments | G-4 Telephone in refills of client's prescriptions |
| G-5 provide postural drainage | G-6 Care of gastro tube | G-7 Provide post-anesthesia care | G-8 Provide skin care |
| G-9 Apply & maintain condom catheters | G-10 Assist/apply supportive stockings | G-11 Apply extremities splinting | G-12 Provide range of motion |
| G-13 Apply bandages | G-14 Apply postural supports | G-15 Follow seizure protocols | |

H

Assist with/or Carry Out Administrative Responsibilities

| | | | |
|--------------------------------------|-------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|
| H-1 Document unusual occurrences | H-2 Attend mandatory in-service education | H-3 Participate in fire drills | H-4 Maintain CPR certification |
| H-5 Maintain first aid certification | H-6 Participate in earthquake drills | H-7 Participate in disaster drills | H-8 maintain non-violent crisis intervention skills |
| H-9 Attend staff meetings | H-10 Maintain client/home budget | H-11 Document facility visitors and/or leave of absence (L.O.A.) | |

Future Trends and Concerns

- Accreditation
- Acuity levels
- Certification
- Community education concerns
- Continuing education mandatory
- Documentation (increased)
- Higher respect for role staff
- Housing Authority Regulations
- Labor force
- Labor problems
- Legal operations
- Liability
- Licensing regulations
- Life quality outcomes
- Medical vs non-medical issues
- Options of living arrangement
- Political issues
- Reimbursement/resources
- Role of Regional Centers
- Salary and benefits
- Size of group homes
- Standards of care regulations
- Supervision/monitoring
- Training programs - Standardized

General Knowledge and Skills

- Augmented communication devices
- Basic anatomy & physiology
- Basic math
- Behavior management
- Body mechanics
- Bowel & bladder management
- C.P.R.
- Clerical skills
- Communication skills (verbal & written)
- Community resources
- Conflict resolution
- Cultural sensitivity (discrimination)
- Defensive driving
- Developmental disability
- Developmentally disabled nursing course (DDN)
- Facilitation skills
- Facility specific policy & procedures
- Facility specific regulations & codes
- Fire/disaster safety
- First aid kit
- Growth & development
- Hazardous waste
- Interpersonal skills
- Leadership skills
- Legal rights (codes/rights)
- Life quality outcomes
- Listening skills
- Medical terminology
- Medication management
- Mental/physical assessment

- Negotiation skills
- Nutrition
- Pathophysiology related to developmental disabilities
- Personal hygiene equipment
- Physician protocol
- Problem solving
- Self advocacy
- Sensory motor skills
- Sex education
- Social skills
- Stress Management
- Teaching principles
- Time management
- Unusual occurrence
- Water safety

Tools, Equipment, Supplies and Materials

- Appliances
- Augmentative communication devices
- Back supports
- Ball-large therapy
- Belly boards
- Blood pressure cuff
- Board games
- Bolster
- Camera
- Computers
- Cube chair
- Disaster kit
- Domestic equipment
- Emergency manuals
- Environmental monitoring systems
- Environmental thermometer
- Face masks
- First aid kit
- Gait belt
- Gastric tubes (bolus bags)
- Gloves
- General maintenance tools
- Helmets
- Incline mat
- Mats
- Mechanical lift
- Medical supplies
- Medicine cups
- Orthotics
- Oxygen cylinders
- Parallel bars
- Pens
- Personal hygiene equipment
- Postural supports
- Recreational equipment
- Rocking boards
- Scales
- Sensory stimulation kits
- Sphygmometer
- Spoon straps

- Step stools
- Step-up block
- Stethoscope
- Switches
- Teaching tools
- Thera band
- Thermometers
- Transportation van
- Treatment table
- Uniforms (Nursing)
- Walkers
- Wall ladder
- Watch
- Wedges
- Wheel chair ramps
- Wheel chairs

Worker Characteristics

- Assertive
- Calm
- Common sense
- Compassionate
- Confidentiality
- Considerate
- Cost conscious
- Courteous/polite
- Disciplined
- Empathetic
- Energetic
- Enthusiastic
- Flexible
- Generous
- Good listener
- Good observer
- Healthy
- Honest
- Hygienic
- Multi-skilled
- Objective
- Optimistic
- Organized
- Patience
- Personal integrity
- Professional
- Punctual
- Respectful
- Responsible
- Role model
- Self initiator
- Sense of humor
- Sensitive
- Supportive
- Team player
- Understanding

