

## Aged Care Worker Training Needs Analysis

Staff Member:

Location/Service:

Date:

### PART ONE - SKILLS AND EXPERIENCE

Care workers have a variety of experience and expertise.

To start the review – please note down your previous work experience as well as the jobs done in the current role.

#### A Work Experience in previous and current jobs

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Previous jobs:

Work done (now) as part of job at Aged/Community Care:

What job have you enjoyed the most & why?

#### B Education and Training

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Previous education and training:

Current training:

What training have you enjoyed the most and why?

#### C Other skills (Please list any other skills)

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## PART TWO - SELF ASSESSMENT

### Instruction

A care worker needs to have skills in the following areas, please rate yourself on your knowledge or ability in each of the areas listed using a scale of one (1) to ten (10).

- A one (1) means you have no, or a small amount of, knowledge and would benefit from training in this area.
- A ten (10) means you have had recent training in this area or a very good working knowledge.
- Please circle or mark the relevant numbered box.
- Please write down any comments where needed, under the question.

### 1. General Aged Care Skills & Knowledge

1.1 Common health problems that come with ageing such as incontinence, frailty, diabetes and why older people can get sick faster than young people and the problems with this.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.2 Common aids that older people use, how they are used and how to care for these, e.g. shower chairs, walking aids, continence aids, wheelchairs.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.3 Dementia, what it is, behaviours that you might see in people with dementia and how to care for people with dementia.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.4 The importance of maintaining good social and emotional networks of the old person and ways to achieve this.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.5 How to deal with challenging or aggressive behaviour from clients or family.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.6 What signs would tell you someone is dehydrated or someone's blood sugar levels are too low or why you don't give someone who has renal problems lots of water.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.7 How to care for a person's personal care needs, how to shower them and how to change continence aids.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.8 Your level of knowledge about Aged Care, different levels of care, what the programs are and why they are different e.g. CHSP and Home Care Packages.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.9 Client Rights and Responsibilities – do you know what they are?

1	2	3	4	5	6	7	8	9	10
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**Comments:**

1.10 Moral and Legal requirements of working in aged care, e.g. confidentiality, what you are allowed to do or not allowed to do when providing care, knowing what elder abuse is & how to identify when a client may be at risk.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

## 2. Workplace Health & Safety

2.1 Manual Handling including safely lifting and moving people, moving them in and out of cars, bed or chairs.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

2.2 Infection Control, how to dispose of infectious materials correctly, how to stop infections spreading between people and objects, correct use of personal protective equipment, what are communicable diseases.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

2.3 Food safety, how to minimise contamination of food through correct handling, transportation and storage and through the maintenance of a safe & hygienic work environment.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

2.4 Fire Safety including how to use extinguishers correctly, knowledge of the organisation's fire plan and how to evacuate facility in case of fire. How to promote fire safety to clients?

1	2	3	4	5	6	7	8	9	10
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**Comments:**

2.5 Cleaning skills including how to use the washing machine correctly, cleaning shower rooms and toilets, care of any specialised equipment, cleaning oven, and safe use of chemicals.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

### 3. Meals Preparation

3.1 Requirements for good nutrition in older people, e.g. types of foods & drinks they should eat, how much, how often.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

3.2 Correct preparation of meals for people with special dietary requirements, e.g. diabetic & renal diets, soft foods, thickened fluids.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

3.3 How to read and change recipes to suit different numbers of people and different dietary requirements.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

3.4 Different types of cooking methods e.g. roasting, stewing, grilling, poaching, slow cooking.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

### 4. Administration Requirements

4.1 Reporting requirements of role, e.g. using **daily tick sheets** to record services delivered, helping record progress notes, passing information on, completing forms such as incident or accident forms.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

4.2 Your organisations policies & procedures on things like vehicle usage, accidents, client complaints, and code of conduct.

1	2	3	4	5	6	7	8	9	10
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**Comments:**

Date of last Senior First Aid Course:

## 5. Literacy & Numeracy

How good do you think your literacy and numeracy in the English language is?

1	2	3	4	5	6	7	8	9	10
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Try the following quiz. It might help you to decide if you require extra training in literacy & numeracy.

Read the following paragraph and answer the questions:

### Smoking in the workplace

Enclosed workplaces are smoke-free from 31st May 2003. The rule covers the entire workplace including staff rooms and work vehicles. It also includes domestic premises used as a workplace if the public or clients use the area or another employee works there.

Thoroughfares (includes corridors, stairways, foyers and lobbies) and service/amenity areas (such as toilets, shower blocks, changing rooms and waiting areas) are non-smoking from 1st January 2003.

Enclosed entrances and doorways to workplaces will be non-smoking for 2 metres from the enclosed entrance or doorway.

An area of 3 metres around air conditioning inlets will be non-smoking.

#### Question 1

If you are smoking how far away from a doorway should you stand?

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#### Question 2

What does the term thoroughfare include?

\_\_\_\_\_

**Question 3**

What date did enclosed workplaces become smoke-free?

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**Question 4**

Are you allowed to smoke in a work vehicle if you put the window down?

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**Numeracy**

There were 16 clients at the aged care centre one day at morning tea time but when the care staff went to make morning tea they found there were only four oranges left because the truck hadn't arrived with the supplies, how could the staff cut the oranges up so everyone received the same amount?

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A recipe calls for 500g of meat, you have a 1kg packet of meat, how much of the packet will you use?

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The clinic has asked you to care for a client for the next four hours who needs a regulated amount of fluid. They have asked you to give the client 200ml to drink every hour. How much will the client have drunk at the end of the four hours?

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**Thank you for your time**

**Your information will help to work out what other training you may need and how this may best be done.**

**Notes**