

**LEVEL I AND II PERSONAL CARE AIDE
FUNCTIONS AND TASKS
SCOPE OF PRACTICE**

**New York State Department of Social Services
Bureau of Long Term Care
Home Care Unit
40 North Pearl Street
Albany, NY 12243-001**

Amended 12/1/94

This listing indicates the full scope of practice for Level I and II Personal Care Workers. Each worker must demonstrate competency in performing the necessary skills and only perform those skills indicated on the plan of care. All Level I and II PCAs are required to observe, record and report their actions and findings when assisting the client with a specific function, task or procedure. Nursing supervision must assure that the client's needs are appropriately met and that the person providing such personal care services is competently and safely performing the functions and tasks specified in the patient's plan of care.

NUTRITIONAL SUPPORT

9. SIMPLE MODIFIED DIETS

(Defined as a change in one nutrient, amount of calories or mechanically altered.)

Examples include: low fiber, low fat, low cholesterol, low sugar, low sodium, low calorie, high fiber, high calorie, high protein, bland, soft, liquid, chopped, ground, pureed.

- a. Develop menu
- b. Prepare grocery list
- c. Grocery shopping
- d. Prepare meals
- e. Assist with feeding
- f. Measure and record intake

	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
a. Develop menu		X	I
b. Prepare grocery list	X	X	
c. Grocery shopping	X	X	
d. Prepare meals	X	X	
e. Assist with feeding		X	I
f. Measure and record intake		X	I

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NUTRITIONAL SUPPORT

2. DIABETIC, RENAL OR COMPLEX DIETS
(Complex diet defined as when a change in more than one of the following is ordered; a nutrient, the calorie amount or mechanical alteration.)
 - a. Develop menu
 - b. Prepare grocery list
 - c. Grocery shopping
 - d. Prepare meals
 - e. Assist with feeding
 - f. Measure and record intake
3. PREPARE NUTRITIONAL SUPPLEMENTS
4. ASSIST WITH GASTRIC GAVAGE (TUBE FEEDING)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
		I AND II
		I AND II
X	X	I AND II
	X	I
	X	I
		I AND II
		I AND II

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PERSONAL CARE FUNCTIONS

1. BATHING CLIENT

- a. In bed, tub or shower or sponge bath
- b. Pour pre-measured medication into bath water

2. SKIN CARE

- a. Back rub
- b. Gentle massage to unbroken skin areas
- c. Lubricate unbroken skin with nonprescription powder, lotion, cream
- d. Lubricate unbroken skin with prescription powder, lotion, cream
- e. Foot and hand soaks (hot or cold)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
		I AND II
		I AND II

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PERSONAL CARE FUNCTIONS

3. GROOMING

- a. Shampoo (tub, shower, bath)
- b. Finger nails
(ONLY clean and file for NON-Diabetic)
- c. Toe nails
(ONLY clean and file for NON-Diabetic)
- d. Finger/toe nails of diabetic or PVD
(clean, file or cut)
- e. Use of pumice stone
- f. Shave client
- g. Oral hygiene
- h. Denture care
- i. Assist with dressing
- j. Apply elastic stockings
- k. Apply ace bandage

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
		I AND II
		I AND II
	X	I
	X	I
	X	I
	X	I
	X	I
		I AND II

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PERSONAL CARE FUNCTIONS

4. TOILETING

- a. Assisting with use of bedpan, urinal, commode, or toilet
- b. Apply, remove adult diapers
- c. Apply condom catheter (Texas, external)
- d. Change bed and/or leg bag of external catheter
- e. Empty bed and/or leg bag of external catheter
- f. Empty bed and/or leg bag of indwelling catheter
- g. Change bed and/or leg bag of indwelling catheter
- h. Assist with daily catheter care (routine perineal care, empty bag, measure output) of external and indwelling catheter
- i. Assist with straight catheterization
- j. Measure and record output

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
	X	I
	X	I
	X	I AND II
	X	I
		I AND II
	X	I

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PERSONAL CARE FUNCTIONS	ERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
5. WALKING			
a. Assist with use of durable medical equipment (wheelchair, walker, etc.)		X	I
b. Assist inside or outside of home		X	I
c. Use of safety belt during walking		X	I
6. TRANSFERRING, POSITIONING AND RANGE OF MOTION			
a. Transfer from bed, chair, wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift		X	I
b. Assist to sit or stand from bed, chair, or wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift		X	I
c. Position in bed, chair, or wheelchair using proper body mechanics, sliding board or Hoyer (Hydraulic) Lift		X	I
d. Assist in performance of range of motion			
1. Active (client does exercises with coaching, i.e., read and count exercises, support joints)		X	I
2. Passive (exercises require another person to move joints)			I AND II

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
7. USING MEDICAL SUPPLIES AND EQUIPMENT (such as walkers, wheelchairs, etc)			
a. Assist with brace, splint and/or sling		X	I
b. Assist with prosthesis			
1. Artificial limbs (apply, clean, store)		X	I
2. Artificial breasts (apply, clean, store)		X	I
3. Hearing aids (including checking and changing batteries, adjusting volume, and assisting with placement in ear)		X	I
4. Artificial eye			
a. Clean and store		X	I
b. Remove from eye socket			I AND II
c. Clean eye socket			I AND II
c. Humidifiers (including adding water, adding tablets to prevent mineral buildup and washing the humidifier)	X	X	
d. TENS units (apply or adjust)			I AND II
e. Apply restraints			I AND II

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PERSONAL CARE FUNCTIONS

8. WELL BABY

- a. Bathe infant (sponge or tub)
- b. Bottle feeding (clean bottles, mix formula, store formula, feed infant, burp infant)
- c. Solid food feeding
- d. Change diapers
- e. Apply nonprescription powder/lotion only to unbroken skin on buttocks
- f. Apply prescription powder/lotion to broken or unbroken skin on buttocks
- g. Infant nail care
 - 1. Clean
 - 2. Trim (only when necessary)
- h. Apply prescription and nonprescription medication to any reddened or open areas

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
	X	I
	X	I
	X	I
		I AND II
	X	I
	X	I
		I AND II

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PERSONAL CARE FUNCTIONS

9. ASSISTING WITH CHANGING A CLEAN DRESSING OF A STABLE WOUND (A "stable wound" is defined as a closed area of skin which MAY be crusted or have a scab. The wound has NO drainage, is NOT infected and is NOT red or swollen. It is the responsibility of the nurse supervisor to determine if a wound meets this criteria.)
- a. Remove old dressing
 - b. Cleanse skin around wound with soap and water
 - c. Apply prescription or nonprescription medication
 - d. Apply new dressing (bandage, gauze)
 - e. Assist with/apply sterile dressing

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
	X	I
		I AND II
	X	I
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PERSONAL CARE FUNCTIONS

10. ASSISTING WITH THE SELF-ADMINISTRATION OF MEDICATION "ASSISTING" includes reminding the client to take medications, reading the label for the client, bringing the medication and any necessary supplies or equipment to the client, opening the container, positioning the client for medication administration, providing appropriate liquids for swallowing medication, storing, cleaning and disposal of used supplies and equipment and storing medication properly. "SELF-DIRECTING" means that the client is capable of making choices about their activities of daily living, understanding the impact of the choice and assuming responsibility for the results of the choice OR the client has an individual, agency or other formal organization assuming responsibility for making the choices about activities of daily living. "SELF-ADMINISTRATION" means that the client directly swallows, applies, inhales, inserts or injects a medication into his or her own body.
- a. Oral
 - 1. Remove proper amount to make available to the client
 - 2. Place medication in client's mouth
 - b. Intra-muscular/Subcutaneous
 - 1. Draw up or give medication
 - 2. Dispose of insulin syringes
 - 3. Dispose of other syringes

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I
		I AND II
		I AND II
	X	I
		I AND II

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PERSONAL CARE FUNCTIONS

10. ASSISTING WITH THE SELF-ADMINISTRATION OF MEDICATIONS cont'd - "ASSISTING" includes reminding client when to take medications, reading the label for the client, bringing the medication and any necessary supplies or equipment to the client, opening the container, positioning the client for medication administration, providing appropriate liquids for swallowing medication, storing, cleaning and disposal of used supplies and equipment and storing medication properly. "SELF-DIRECTING" means that the client is capable of making choices about their activities of daily living, understanding the impact of the choice and assuming responsibility for the results of the choice OR the client has an individual, agency or other formal organization assuming responsibility for making the choices about activities of daily living. "SELF-ADMINISTRATION" means that the client directly swallows, applies, inhales, inserts or injects a medication into his or her own body.

- c. Vaginal and Rectal (insert)
- d. Topical (apply prescription or non-prescription medication to a stable or unstable wound)
- e. Eye, Ear and Nose (instill)

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
		<p>I AND II</p> <p>I AND II</p> <p>I AND II</p>

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PERSONAL CARE FUNCTIONS

11. SIMPLE MEASUREMENTS

- a. Weigh client
- b. Temperature, Pulse, Respirations
- c. Blood Pressure
- d. Sugar and Acetone for urine
- e. Glucose test for diabetic

PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NONPERMISSIBLE LEVEL I AND/OR II
	X	I I AND II I AND II I AND II I AND II

12. SAFETY AND ACCIDENT PREVENTION

- a. Heimlich Maneuver
- b. Artificial Respiration
- c. CPR

THESE ARE NOT ROUTINE AIDE LEVEL TASKS. HOWEVER, IN AN EMERGENCY SITUATION AND IN ACCORDANCE WITH THE EMPLOYING AGENCY POLICIES, PROPERLY TRAINED AIDES MAY PERFORM THESE TASKS.