

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

**NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES  
Bureau of Long Term  
Home Care Unit  
40 North Pearl Street  
Albany NY 12243-0001**

**Amended 12/1/94**

**Please address all correspondence for Personal Care Aide Training to:**

**NEW YORK STATE DEPARTMENT OF HEALTH  
Office of Continuing Care  
Bureau of Professional Credentialing  
161 Delaware Avenue  
Delmar NY 12054-1393**

**TABLE OF CONTENTS**  
**PERSONAL CARE TASKS AND FUNCTIONS**

	<b>PAGE</b>
<b>ENVIRONMENTAL SUPPORT</b>	
General housekeeping tasks	1
<b>NUTRITIONAL SUPPORT</b>	<b>2-3</b>
Simple Modified Diets	2
Diabetic, Renal or Complex Diets	3
Nutritional Supplements	3
Gastric Gavage (tube feeding)	3
<b>PERSONAL CARE FUNCTIONS</b>	<b>4-13</b>
Bathing Client	4
Skin Care	4
Grooming	5
Toileting	6
Walking	7
Transferring, Positioning, and Range of Motion	7
Medical Supplies and Special Equipment	8
Well Baby Care	9
Assisting with Changing a Clean Dressing	10
Assisting with Self-Administration of Medication	11
Simple Measurements	13
Safety and Accident Prevention	13

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ENVIRONMENTAL SUPPORT	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
1. Make and change beds a. Unoccupied b. Occupied	X	X X	I
2. Dusting and vacuuming rooms used by patients	X	X	
3. Light cleaning of kitchen, bedroom, bathroom	X	X	
4. Dishwashing	X	X	
5. Listing needed supplies	X	X	
6. Shopping	X	X	
7. Laundering, mending, ironing	X	X	
8. Payment of bills and other errands	X	X	

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NUTRITIONAL SUPPORT	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<p>1. <b>SIMPLE MODIFIED DIETS</b>            (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.</p> <p>a. Develop menu</p> <p>b. Prepare grocery list</p> <p>c. Grocery shopping</p> <p>d. Prepare bills</p> <p>e. Assist with feeding</p> <p>f. Measure and record intake</p>			

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

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<b>1. BATHING CLIENT</b> a. In bed, tub or shower or sponge bath b. Pour premeasured medication into bath water		X  X	I  I
<b>2. SKIN CARE</b> 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)		X  X  X	I  I  I  I AND II  I AND II

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<b>3. GROOMING</b>			
a. Shampoo (tub, shower, bed)		X	I
b. Finger nails (ONLY clean and file for <b>NON</b> diabetic)		X	I
c. Toe nails (ONLY clean and file for <b>NON</b> diabetic)		X	I
d. Finger/toe nails of diabetic or PVD (clean, file or cut)			I AND II
e. Use of pumice stone			I AND II
f. Shave client		X	I
g. Oral hygiene		X	I
h. Denture care		X	I
i. Assist with dressing		X	I
j. Apply elastic stockings		X	I
k. Apply ace bandage			I AND II

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<b>4. TOILETING</b>			
a. Assisting with use of bedpan, urinal, commode, or toilet		X	I
b. Apply, remove adult diapers		X	I
c. Apply condom catheter (Texas, external)		X	I
d. Change bed and/or leg bag of <u>external</u> catheter		X	I
e. Empty bed and/or leg bag of <u>external</u> catheter		X	I
f. Empty bed and/or leg bag of <u>indwelling</u> catheter		X	I
g. Change bed and/or leg bag of <u>indwelling</u> catheter			I AND II
h. Assist with daily catheter care (routine perineal care, empty bag, measure output) of external and indwelling catheter		X	I
i. Assist with straight catheterization			I AND II
j. Measure and record output		X	I





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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<p>7. <b>USING MEDICAL SUPPLIES AND EQUIPMENT</b> (such as walkers, wheelchairs, etc.)</p> <p>a. Assist with brace, splint and/or sling</p> <p>b. Assist with prosthesis</p> <p>1. Artificial limbs (apply, clean, store)</p> <p>2. Artificial breasts (apply, clean, store)</p> <p>3. Hearing aids (including checking and And changing batteries, adjusting Volume, and assisting with placement In ear)</p> <p>4. Artificial eye</p> <p>4.1 Clean and store</p> <p>4.2 Remove from eye socket</p> <p>4.3 Clean eye socket</p> <p>c. Humidifiers (including adding water, adding tablets to prevent mineral buildup and washing the humidifier)</p> <p>d. TENS units (apply or adjust)</p> <p>e. Apply restraints</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I AND II</p> <p>I AND II</p> <p>I AND I</p> <p>I AND II</p>

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<p>8. <b>WELL BABY</b></p> <ul style="list-style-type: none"> <li>a. Bathe infant (sponge or tub)</li> <li>b. Bottle feeding (clean bottles, mix formula store formula, feed infant, burp infant)</li> <li>c. Solid food feeding</li> <li>d. Change diapers</li> <li>e. Apply nonprescription powder/lotion only to unbroken skin on buttocks</li> <li>f. Apply prescription powder/lotion to broken or unbroken skin on buttocks</li> <li>g. Infant nail care               <ul style="list-style-type: none"> <li>1. Clean</li> <li>2. Trim (only when necessary)</li> </ul> </li> <li>h. Apply prescription and nonprescription medication to any reddened or open areas</li> </ul>		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p>

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<p>9. <b>ASSISTING WITH CHANGING A CLEAN DRESSING OF A STABLE WOUND.</b> (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 these criteria.)</p> <ul style="list-style-type: none"> <li>a. Remove old dressing</li> <li>b. Cleanse skin around wound with soap and water</li> <li>c. Apply prescription or nonprescription medication</li> <li>d. Apply new dressing (bandage, gauze)</li> <li>e. Assist with/apply sterile dressing</li> </ul>		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p>

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<p>10. <b>ASSISTING WITH SELF-ADMINISTRATION OF MEDICATION.</b> "ASSISTING" includes reminding the 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 his/her activities of daily living, understanding the impact of the choice and assuming responsibility for the results of the choice <b>OR</b> 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.</p> <p>a. Oral</p> <ol style="list-style-type: none"> <li>1. Remove proper amount to make available to client</li> <li>2. Place medication in client's mouth</li> </ol> <p>b. Intramuscular/Subcutaneous</p> <ol style="list-style-type: none"> <li>1. Draw up or give medication</li> <li>2. Dispose of insulin syringes</li> <li>3. Dispose of other syringes</li> </ol>		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p> <p style="text-align: center;">I AND II</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I AND II</p>

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<p>11. <b>ASSISTING WITH SELF-ADMINISTRATION OF MEDICATION.</b> “<b>ASSISTING</b>” includes reminding the 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. “<b>SELF-DIRECTING</b>” means that the client is capable of making choices about his/her activities of daily living, understanding the impact of the choice and assuming responsibility for the results of the choice <b>OR</b> the client has an individual, agency or other formal organization assuming responsibility for making the choices about activities of daily living. “<b>SELF-ADMINISTRATION</b>” means that the client directly swallows, applies, inhales, inserts or injects a medication into his or her own body</p> <ul style="list-style-type: none"> <li>c. Vaginal and Rectal (insert)</li> <li>d. Topical (apply prescription or nonprescription medication to a stable or unstable wound)</li> <li>e. Eye, Ear and Nose (instill)</li> </ul>			<p>I AND II</p> <p>I AND II</p> <p>I AND II</p>

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PERSONAL CARE FUNCTIONS	PERMISSIBLE LEVEL I	PERMISSIBLE LEVEL II	NON-PERMISSIBLE LEVEL I AND LEVEL II
<b>11. SIMPLE MEASUREMENTS</b> a. Weigh client b. Temperature, Pulse, Respirations c. Blood pressure d. Sugar and Acetone for urine e. Glucose test for diabetic		X	I I AND II I AND II I AND II I AND II
<b>12. SAFETY AND ACCIDENT PREVENTION</b> 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 policy, properly trained aides may perform these tasks.		

N: Home Health/Home Health Aide Scope of Tasks