

## Introduction

The inservices in this manual are focused on the learning needs of home health aides, and uses the language of the OASIS Data Set and Plan of Care, encouraging consistency in the health care team approach.

Quality Assurance expectations are reflected in the lessons, making quality of care a priority as well as meeting regulatory expectations.

Each inservice topic packet includes everything needed to implement an entire inservice.

### For the Instructor:

Objectives and Outline

Lesson Plan and Speaking Notes

Test with Answer Key

### For the Participants:

Objectives and Outline

Handouts if included

Pre-test

Post-test

Each topic section contains all of the instructor's material and all of the handouts, so each inservice could be duplicated by Xerox or printed from the CD.

All of the forms and topic materials are in the manual and also on the CD, thus:

- Any number of copies can be easily printed
- Copies will always be fresh
- The material can be altered in any way desired

### **Format of an Inservice**

Have the room and all of the materials set up ahead of time, and arrive early.

When participants arrive, instruct them to sign their names on the Inservice Sign-in form. They can pick up handouts and other materials then, or you can pass them out at the beginning of the inservice.

Introduce yourself and the topic, and read the basic description, objectives, and outline.

Have the participants complete the Pre-test.

Lead the inservice using the Lesson Plan and Speaking Notes. These include cues for different handouts and learning activities.

After the inservice is finished, and all questions have been answered, have the participants complete the Post-tests and the Participant Evaluation forms.