

**HOME CARE WORKER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

HOME CARE WORKER

Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

- 1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete the task or perform the function with considerable assistance
- 3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

HOME CARE WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																																
Home Care Programs	Administer home care program	Ensure that home care is provided according to relevant policies, procedures and regulations	Ensure that care is provided in a caring and respectful manner	Monitor tasks of Housekeeper	Monitor supplies and resources	Discuss concerns with supervisor	Maintain confidential home care patient files	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5			
		Prepare confidential home care reports and statistics	Identify persons requiring home care	Identify client needs	Schedule home care visits	Help set up and deliver special equipment					P		S	4	P		S	5	P		S	5	P		S	5	P		S	3				
		Coordinate care with other agencies	Provide information to other agencies and health professionals as appropriate	Consult with family members and other supports to ensure on-going care	Encourage families to be involved in client care	Liaise with family, medical and other personnel and resources	Advocate on behalf of clients	P		S	4	P		S	4	P		S	5	P		S	5	P		S	5	P		S	5	P		S
	Coordinate community resources and supports	Educate clients, families and community members on the Home care program						P		S	5																							

HOME CARE WORKER

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Major Category	Skill	Subskill												
	Deliver the home care program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide Home Care to elders, disabled persons and others in the community</td> <td style="width: 16.6%;">Provide general housekeeping services</td> <td style="width: 16.6%;">Assist clients with personal hygiene</td> <td style="width: 16.6%;">Deliver the Meals on Wheels Program</td> <td style="width: 16.6%;">Transport home care patients to appointments and activities</td> <td style="width: 16.6%;">Assist clients with exercise, physiotherapy and other medical plans</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Provide Home Care to elders, disabled persons and others in the community	Provide general housekeeping services	Assist clients with personal hygiene	Deliver the Meals on Wheels Program	Transport home care patients to appointments and activities	Assist clients with exercise, physiotherapy and other medical plans	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Monitor client's blood pressure and other physical conditions</td> <td style="width: 16.6%;">Follow medical instructions carefully and consistently</td> <td style="width: 16.6%;">Provide assistance and advice with program planning</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Monitor client's blood pressure and other physical conditions	Follow medical instructions carefully and consistently	Provide assistance and advice with program planning				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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Maintain workplace safety	Practice Workplace Health and Safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td style="width: 16.6%;">Safely store chemicals</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Safely store chemicals	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain stock inventory</td> <td style="width: 16.6%;">Take inventory</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Maintain stock inventory	Take inventory					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3				
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P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3													
	Maintain Inventories													
	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop work plans, strategies and contingencies</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Coordinate staff</td> <td style="width: 16.6%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff	Monitor results	Evaluate results	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
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Technical Skills	Possess Computer Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Use word processing software programs</td> <td style="width: 25%;">Use spreadsheet software programs</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs			P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3				
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P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3											
Practice technical skills	Practice technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Ability to read manuals and instructions</td> <td style="width: 25%;">Ability to complete basic reports</td> <td style="width: 25%;">Ability to deal with severe weather conditions</td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> </tr> </table>	Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3			
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Communication	Use Effective Communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Read and comprehend documents</td> <td style="width: 25%;">Write clearly and concisely</td> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Read and comprehend documents	Write clearly and concisely	Practice listening skills	Speak effectively	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4		
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Maintain public relations	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;">Assist with community events</td> <td style="width: 25%;">Liaise with community organizations and agencies</td> <td style="width: 25%;">Provide education about programs and services</td> <td style="width: 25%;">Develop information pamphlets and brochures</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies	Provide education about programs and services	Develop information pamphlets and brochures	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3
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Professionalism	Demonstrate good work habits	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4
		Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player	Practice cross cultural skills		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
	Possess cultural and political knowledge	Demonstrate awareness of traditional knowledge	Possess knowledge of community	Maintain a positive attitude	Demonstrate honesty	Demonstrate compassion	Demonstrate courtesy	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4
	Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4

**HOME CARE WORKER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**HOME CARE WORKER
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

HOME CARE WORKER Training Needs Assessment Evaluation Form

5. Recommended Training

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6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: