

Appendix A.6

DIRECT SUPPORT PROFESSIONAL

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A.6

WORK PROCESS SCHEDULE DIRECT SUPPORT PROFESSIONAL O*NET-SOC CODE: 21-1093.00 RAPIDS CODE: 1040CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the competency-based occupation is twelve (12) months though the attainment of workplace competencies and supplemented by the required related instruction courses.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to skilled Direct Support Professional (DSP)/Mentor workers will be two (2) apprentices to one (1) skilled DSP worker.

Apprentices will be supervised in-person and via phone, internet, text or email to ensure that a mentor is available to answer questions and monitor their progress throughout their apprenticeship under the Alaska Primary Care Association registered apprenticeship program.

4. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction courses. Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

Apprentices shall be paid a progressively increasing schedule of wages based on dollar amount of the current hourly Direct Support Professional journeyworker completion wage rate, which is: \$15.00 per hour.

Period	Hourly Wage	OJL Duration	OJL Competencies	Related Instruction
1 st	\$10.55	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
2 nd	\$13.00	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
End	\$15.00	Complete	Complete	Complete

Subject to approval by the program sponsor and registration agency, the current base journeyworker completion wage rate may be adjusted by a participating employer if they pay a higher wage rate, and the adjusted base rate will apply equally to all apprentices who are hired by that employer. Such wages will become part of the approved Appendix-E Employer Acceptance Agreement.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

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During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

Each employer and/or program sponsor will determine the appropriate examples of each core competency in the below work process schedule. The list below each core competency should be completed depending on stated scope of practice and employer requirements.

Field Training (FT) - Mentor/Journeyworker has provided training and demonstrated task to the apprentice

Demonstrated Fundamentals (DF) - Apprentice can perform the task with some coaching

Proficient in Task (PIT) - Apprentice performs the task properly and consistently

Completion Date (CD) - Date apprentice completes final demonstration of competency

Initial and date in the box when complete

WORK PROCESSES - DIRECT SUPPORT PROFESSIONAL	FT	DF	PIT	CD
A. SUPPORT CLIENT'S INDEPENDENCE				
A.01 Review resident rights with client				
A.02 Encourage client self-advocacy				
A.03 Teach social skills to client				
A.04 Teach money management skills				
A.05 Teach relationship development skills (e.g., family, guardian, friend)				
A.06 Encourage client to complete ADLs				
B. MAINTAIN CLEAN AND SAFE ENVIRONMENT				
B.01 Implement universal precautions				
B.02 Secure chemicals and medication				
B.03 Maintain emergency preparedness kit				
B.04 Perform basic housekeeping (e.g., vacuum, dishes, trash)				
B.05 Maintain clear pathways (e.g., stairs, walkways, outdoors)				
B.06 Respond to maintenance needs (e.g., building, equipment, vehicle)				
B.07 Respond to safety drills				
B.08 Perform safety inspections (e.g., building, equipment, vehicle)				
B.09 Respond to emergency situations (e.g., residential, community)				
B.10 Change client's bedding				
B.11 Perform infection control cleaning				

C. ASSIST CLIENT WITH ACTIVITIES OF DAILY LIVING (ADL)				
C.01 Assist client with mobility (e.g., walker, cane, wheelchair)				
C.02 Assist client with pivotal transfers				
C.03 Assist client with mechanical transfers				
C.04 Assist client with equipment (e.g., medical, adaptive)				
C.05 Assist client with toileting and incontinence care				
C.06 Assist client with bathing (e.g., shower, bed bath)				
C.07 Assist client with oral care				
C.08 Assist client with nail care				
C.09 Assist client with hair care				
C.10 Assist client with shaving				
C.11 Provide skin care to client				
C.12 Assist client with clothing selection				
C.13 Assist client with dressing/undressing				
C.14 Assist client with food preparation				
C.15 Monitor mealtime safety (e.g., choking, nutritional)				
C.16 Assist client with eating				
C.17 Assist client with laundry				
C.18 Assist client with shopping				
C.19 Assist client with correspondence				
D. PROMOTE HEALTHY LIFESTYLE				
D.01 Assist client with identifying goals and aspirations				
D.02 Provide client emotional support				
D.03 Encourage client to process feelings				
D.04 Promote client self-esteem				
D.05 De-escalate disputes between clients				
D.06 Promote healthy sexuality to client				
D.07 Promote social interaction				
D.08 Encourage healthy eating choices				
D.09 Encourage and active lifestyle with client				
D.10 Assist client with seeking employment				
D.11 Promote recreation and leisure activities with client				
D.12 Redirect client's negative behaviors				
E. PROVIDE MEDICAL SUPPORT TO CLIENT				
E.01 Coordinate medical appointments				
E.02 Arrange transportation for client's medical appointments				
E.03 Inventory client medications				
E.04 Teach client about medication and side effects				
E.05 Check client's temperature				
E.06 Check client's pulse				
E.07 Check client's respiration				
E.08 Check client's blood pressure				
E.09 Assist with self-administration of client's medication				
E.10 Observe medical and/or physical changes				
E.11 Perform restorative therapy with client (e.g., range of motion, walking)				

E.12 Reposition immobile client				
E.13 Ensure client has medical supplies when off site				
E.14 Dispose of client's medications and sharps				
E.15 Monitor client's food/fluid intake and output				
F. COMMUNICATE CLIENT INFORMATION TO AUTHORIZED PERSONS				
F.01 Update client's medical history				
F.02 Notify authorized persons of changes in client's medication				
F.03 Complete incident report				
F.04 Report client's unusual behavior				
F.05 Report changes in client's medical diagnosis to authorized persons				
F.06 Report client's physical changes (e.g., bruising, swelling)				
F.07 Report changes in client's mental health status (e.g., crying, demeanor)				
F.08 Report abuse of client (e.g., verbal, neglect, financial)				
F.09 Participate in client service plan				
F.10 Address client's concerns				
F.11 Respond to authorized persons' requests for information				
G. PERFORM ADMINISTRATIVE TASKS				
G.01 Address staff coverage needs (e.g., on-call, schedule conflicts, additional shifts)				
G.02 Participate in staff orientation				
G.03 Review new policies and procedures				
G.04 Complete daily staff notes				
G.05 Complete client documentation (e.g., care log, progress notes, chart)				
G.06 Complete client progress assessment				
G.07 Complete daily time record				
G.08 Complete mileage log				
G.09 Document job-related expenses				
G.10 Coordinate client's events (e.g., birthdays, holiday parties)				
G.11 Update client files				
G.12 Participate in agency/staff meetings				
G.13 Respond to emergency client placements				
G.14 Document client's personal property				
G.15 Process correspondence (e.g., e-mail, phone)				
H. PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES				
H.01 Maintain professional certifications (e.g., CPR, first aid)				
H.02 Complete required in-service training				
H.03 Complete specialized equipment training (e.g., pressure relief device, lifts, computer software)				
H.04 Participate in job-related workshops				
H.05 Network with peers				
H.06 Participate in professional organizations (e.g., AADSP)				

Appendix A.6

RELATED INSTRUCTION OUTLINE DIRECT SUPPORT PROFESSIONAL O*NET-SOC CODE: 21-1093.00 RAPIDS CODE: 1040CB

Related Instruction Provider: Alaska Primary Care Association
Method: Asynchronous Learning, Online, Electronic Media

Catherine D Colwell

Alaska Primary Care Association

1231 Gambell St, Ste. 200

Anchorage, AK 99501

Phone: 907-929-2730 Direct

E-mail: cathyc@alaskapca.org

Website: www.alaskapca.org | www.apcaapprentice.com

College of Direct Support (CDS): www.directcoursecatalog.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Direct Support Professional Curriculum	
Pre-Apprenticeship Path Academy	Hours
1. The Health Insurance Portability and Accountability Act (HIPAA)	1.1
2. Universal Precautions	3.1
Direct Support Professional Apprenticeship	Hours
1. Apprenticeship Orientation	1.0
2. Civil Rights and Advocacy	4.4
3. Community Inclusion	4.4
4. Cultural Competence	6.2
5. Direct Support Professionalism	3.4
6. Emergency Preparedness	5.0
7. Everyone Can Communicate	6.7
8. Functional Assessment	5.7
9. Home and Community Living	5.4
10. Implementing Participant-Directed Supports	2.6
11. Individual Rights and Choice	3.6
12. Introduction to Developmental Disabilities	5.5
13. Introduction to Medication Support	7.5
14. Introduction to Mental Health and Mental Illnesses	8.2

15. Maltreatment: Prevention and Response	7.6
16. Personal Care	5.5
17. Person-Centered Planning	3.9
18. Positive Behavior Support	8.7
19. Professional Documentation Practices	3.1
20. Safety	7.9
21. Supporting Healthy Lives	8.0
22. Supporting Jobs and Careers in the Community	4.3
23. Supporting Older Adults	7.3
24. Teaching People with Developmental Disabilities	4.2
25. Understanding Depression	2.9
26. Understanding Transitions Across the Life Span	5.3
27. Working with Families and Support Networks	2.9
28. You've Got a Friend	3.4
Total Hours	148.8