

Typical Caregiving Duties

The following checklist can serve as the basis for an agreement with a paid caregiver. Listing and reviewing these tasks is crucial as it sets clear expectations over the scope of responsibilities, maintains accountability for agreed upon duties and creates efficiency when specific tasks are outlined. Having a formal task list can protect both parties in case of dispute or disagreements.

Check all needs that apply:

Personal Care (Activities of Daily Living/ ADLS):

Help with personal and grooming hygiene needs:

- ☐ Getting in and out of bed, walking
- ☐ Assist with eating and drinking as needed
- ☐ Bathing
- ☐ Dressing and grooming
- ☐ Toileting assistance
- ☐ Incontinence care
- ☐ Collection of lab specimens
- ☐ Restorative-care guidelines (position, ambulation, range of motion)

Provide and/or assist client with:

- ☐ Learning habits, routines and goals of client to provide appropriate assistance with attaining goals
- ☐ Keeping a medication schedule; refilling medication organizer
- ☐ Maintaining a safe, clean, orderly environment
- ☐ Assembling, cleaning, and storing specialized equipment
- ☐ Keeping medical records as necessary
- ☐ Wound care and use and care of medical equipment
- ☐ Assist with prescribed exercises or rehabilitation routines

Transportation and errands:

- ☐ Provide transportation to medical appointments and social outings
- ☐ Run errands such as grocery shopping or picking up prescriptions
- ☐ Accompany client to appointments and relay information to family/healthcare team as needed

Housekeeping:

- ☐ Light housekeeping (dusting, vacuuming, picking up)
- ☐ Prepare meals
- ☐ Wash dishes and keep the kitchen clean
- ☐ Laundry
- ☐ Grocery shopping
- ☐ Answer phone and take messages
- ☐ Changing bed sheets on a regular basis

Socialization/companionship*:

- ☐ Provide emotional support
- ☐ Observe and report signs of cognitive decline, depression or isolation
- ☐ Engage in conversation
- ☐ Arrange outings for walks, parks, cafes or community events
- ☐ Read books, magazines or newspapers
- ☐ Encourage physical activities (stretches, chair exercises)
- ☐ Set up activities (arts and crafts, gardening)
- ☐ Facilitate conversations by assisting with phone calls, video chats, in-person visits or letters
- ☐ Celebrate special occasions such as holidays, birthdays and anniversaries

Please see hand out “Engaging Activities at Home”

Other:

- ☐ Maintain a professional manner
- ☐ Dress in appropriate uniform and wear name tag (if desired)
- ☐ Respond appropriately to emergencies and offer support, comfort and safety to family members
- ☐ Notify family immediately of an incident or accident
- ☐ Report to family any change in condition, including eating habits, skin condition, sleeping habits or behavior
- ☐ Receive/give formal report at beginning and end of shift from other assistant
- ☐ Maintain daily care logs and progress notes
- ☐ Call client or family at least two hours before the start of shift if unable to come to work or be on time because of emergency
- ☐ Request time off at least two weeks in advance
- ☐ Perform other duties as directed by the client and family