

## Typical Caregiving Duties

In-home care provides flexible, personalized support tailored to enhance an individual's independence, safety, and overall quality of life. Caregiving agencies can provide a wide range of support ranging from light household tasks and companionship to full personal care. Because every person has their own unique needs, it's essential to clearly define the level of care needed. Please use this checklist as a tool to share with your caregiver or agency to help identify the specific services that best suit your caregiving situation.

**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 (tub, shower or sponge baths in bed)
- Dressing and grooming
- Toileting assistance
- Incontinence care
- Emptying catheter bags, urinal or bed pans
- Positioning and repositioning in bed
- Shaving with electric razor
- Medication reminders (can help open bottles, bring bottles to client and record when they were taken)

Caregiving support is flexible and based on personal preference. For those prioritizing independence, a caregiver can stand outside the bathroom and only assist with transfers or provide support in the event of a fall. For those requiring more assistance, a caregiver can provide direct, active support by handing items to the individual while they bathe themselves or providing physical assistance if needed.

### Homemaker Services:

- Light Housekeeping (dusting, vacuuming, picking up)
- Grocery shopping
- Light meal preparation and planning
- Sweeping or vacuuming
- Taking out trash
- Wash dishes and keep kitchen clean
- Laundry
- Grocery shopping
- Answer phone and take messages
- Changing sheets on a regular basis
- Cleaning bathroom (tub, shower, toilet, sink)
- Cupboard organization

### 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

### Socialization/Companionship:

- Provide emotional support
- Observe and report signs of cognitive decline, depression or isolation
- Engage in conversation
- Accompanying client to outings for walks, parks, cafes or community events
- Read books, magazines or newspapers
- Walking next to client (steading walker or guide by elbow if needed)
- 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
- Play games, cards, or puzzles

### 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
- Perform other duties as directed by the client and family
- 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 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

### Services Not Included:

- Wound care
- Intravenous injections or therapies
- Tube feeding
- Catheter care
- Medication management (organization, reconciliation)
- Medication administration (client must be able to self administer pills)
- Physical, occupational or speech therapy care planning
- Heavy housekeeping (cleaning windows, clearing gutters, landscape maintenance)