

PCA Workforce Training Sub Committee Meeting
January 7, 2015

Committee Members Present: Shelia Mulvey, Gregg McMahon, and Mary Caruso

Guests: Employer Alexandria Bode, PCA Devin Latremore, and PCA Cassidy Norton

Review of Minutes:

Minutes from November Meeting: Minutes from the previous meeting were reviewed.

PCA Introductions:

Devin Latremore and Cassidy Norton gave a brief background on themselves and their responsibilities as a PCA. Both women are employed by Alexandria Bode and her sister and are pursuing a career in nursing. Both women are expecting to move on to a full time career as a nurse.

Training:

Although both PCA's have extensive medical backgrounds they gave input on potentially worthwhile training courses as follows: First aid/CPR, body mechanics, how to do a proper transfer, how to handle emergencies, positive interviewing techniques, how to maintain a good relationship with your employer, understanding different disabilities and behavior management.

Alexandria Bode talked about how helpful shadowing is for new employees. The group discussed the possibility of this being offered as a potential training class as two PCA's are not allowed to work at the same time for the same employer.

There was discussion on offering a CNA course as a training option for PCA's. The group felt there was a value in this course for many and could offer an incentive for the workforce.

Review of Employer Manual:

The group overviewed a Department of Social Services required employer informational manual as well as a comprehensive training manual from Allied Community Resources.

It was discussed that hands on training is something quite different than what is offered in the way of written manuals.

There was discussion on the value of a closed Facebook page for communication between employers/employees. This could also help fill in open slot hours and help PCA's (employees) find replacement in emergent situations.

Alex Bode gave a detailed overview of the procedure she uses to communicate with her PCA's. She explained that she has a contact list, which she can send to the whole group via text messaging, the group can then communicate openly and help find open slots and look for replacements if needed. She also uses this form of communication for any other group related issues.

Cassidy Norton spoke about the unique way she obtained her job through networking both on Facebook and in her community, which led to conversation about having a presence in job fairs, high schools and community colleges.

It was suggested programs might be started within communities to offer work-study options as a PCA for high school seniors looking to study health science careers.

Future Meeting Dates:

The next meeting will be held on Wednesday February 4, 2015.

Other Business:

No other business noted.

The meeting ended at 12:15 p.m.

Respectfully submitted,

Mary Caruso