



PATIENT INFORMATION

About Personal Care Attendants

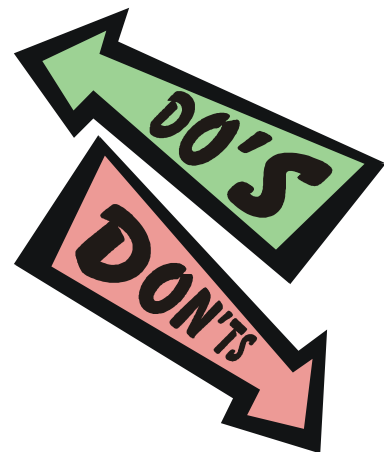
Please consider the following do's and don'ts about personal care attendants.

❖ Matching Your Needs

- Meet the attendant personally. Do not hire on hearsay or by telephone.
- Hire the person most willing and able to do the job. Do not make the decision in haste.
- Tell the applicant exactly what the attendant job will involve, the procedures and techniques he/she will follow, the number of work hours, and all aspects of payment. Make sure the applicant understands all details of the job.
- Let your attendant know that their good health is essential for good job performance.
- Clearly explain your general performance expectations (e.g. hygiene, housework).
- Try to determine before hiring whether your possible attendant intends to keep the job long enough for the time you will need him/her.

❖ Work Habits

- Discuss methods of communication and how you will provide feedback on the attendant's performance.
- Get a feel for the applicant's personality and work habits.
- Ask for and check the attendant's references.
- Make sure the attendant has reliable transportation to and from your home.
- If hiring a driver, take a test ride (including on the freeway if that will be necessary) before hiring him/her.



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❖ Payment Considerations

- Make sure that you and your attendant agree on the payment for sick time, holidays, vacation and overtime. Specify income tax and FICA withholdings.
- You and your attendant should both record hours worked.
- Pay on time because it is a professional courtesy.
- If you pay by the hour, pay for the time the attendant spends waiting for and with you. For example, the attendant may drive you to a doctor's appointment and wait.
- Have a trial period for initial training to decide if you can get along with each other.
- During your initial training, consider the applicant's physical ability for each task. This is important for safety reasons. For example, is the applicant strong enough for lifting?

❖ Creative Solutions

Sometimes you can divide care time between two or more attendants. Think about days versus nights and weekends versus weekdays.

This document adapted from Southern California Rehabilitation Services handout entitled "Aide/Attendant Program."

Disclaimer: Information presented on this page is for specific health education purposes only. Persons should consult qualified health professionals regarding specific medical concerns or treatment. Each clinician caring for the patient is responsible for determining the most appropriate care.

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