



# 5-Day Caregiver Certification & CPR Training Course

(Empower Yourself with Essential Skills to Care for the Elderly and Vulnerable)



## 1. COURSE SYNOPSIS

This 5-day Caregiver Certification Course provides foundational and practical training for individuals caring for elderly or dependent residents. Participants will gain knowledge in personal care, medication support, nutrition, safety, and documentation. Special modules cover dementia care, stress management, risk prevention, and legal responsibilities. Hands-on

CPR training is included for emergency preparedness. The course includes interactive lectures, role-play, demonstrations, and skill assessments.

## 2. LEARNING OUTCOMES

1. Demonstrate effective caregiving techniques in personal hygiene, ADLs, and medication support.
2. Communicate confidently with residents, including those with dementia or unable to self-direct care.
3. Apply infection control, safety procedures, and emergency response protocols including CPR.
4. Prepare and serve meals according to elderly nutritional needs and hydration requirements.
5. Maintain accurate documentation and service plans to support individualised resident care.

# Course Outline

## DAY 1: FOUNDATIONS OF CAREGIVING & RESIDENT RIGHTS

Time	Topic
9:00 – 9:30 AM	Course Introduction
9:30 – 10:00 AM	Understanding Residents' Rights & Ethical Care
10:00 – 10:30 AM	<b>Morning Break</b>
10:30 – 11:00 AM	Effective Communication in Elderly Care
11:00 – 11:30 AM	Managing Personal Stress as a Caregiver
11:30 – 12:00 PM	Identifying Abuse, Neglect & Exploitation
12:00 – 1:00 PM	Overview of the Aging Process
1:00 – 2:00 PM	<b>Lunch Break</b>
2:00 – 2:30 PM	Introduction to CPR (Theory)
2:30 – 3:00 PM	Legal and Ethical Considerations in Emergency Care
3:00 – 3:30 PM	CPR Demonstration & Discussion
3:30 – 4:00 PM	<b>Tea Break</b>
4:00 – 5:00 PM	Group Discussion and reflection, Day Recap & Q&A

## DAY 2: HEALTH, SAFETY & EMERGENCY PREPAREDNESS

Time	Topic
9:00 – 9:30 AM	Principles of Infection Control & Hygiene
9:30 – 10:00 AM	Preventing the Spread of Diseases in Residential Settings
10:00 – 10:30 AM	<b>Morning Break</b>
10:30 – 11:00 AM	Fire Safety, Emergency Response & Evacuation
11:00 – 11:30 AM	Risk Management and Fall Prevention
11:30 – 12:00 PM	Safe Ambulation and Transfer Techniques
12:00 – 1:00 PM	Introduction to First Aid Essentials
1:00 – 2:00 PM	<b>Lunch Break</b>
2:00 – 2:30 PM	CPR Practical: Hands-On Skills
2:30 – 3:00 PM	CPR Practical: Hands-On Skills
3:00 – 3:30 PM	CPR Scenarios & Skill Evaluation
3:30 – 4:00 PM	<b>Tea Break</b>
4:00 – 5:00 PM	CPR Certification Assessment

## DAY 3: PERSONAL CARE & DAILY LIVING ASSISTANCE

Time	Topic
9:00 – 9:30 AM	Assisting with Activities of Daily Living (ADLs)
9:30 – 10:00 AM	Bathing, Grooming, Oral Hygiene Techniques
10:00 – 10:30 AM	<b>Morning Break</b>
10:30 – 11:00 AM	Skin Integrity Monitoring and Pressure Sore Prevention
11:00 – 11:30 AM	Measuring Vital Signs (BP, Pulse, Temp, Respiration)
11:30 – 12:00 PM	Interpreting and Documenting Vital Signs
12:00 – 1:00 PM	Caring for Residents with Dementia and Alzheimer's Disease
1:00 – 2:00 PM	<b>Lunch Break</b>
2:00 – 2:30 PM	Communicating with Residents Unable to Self-Direct Care
2:30 – 3:00 PM	Responding to Uncooperative or Confused Behaviors
3:00 – 3:30 PM	Case Study: Complex Resident Care Scenarios
3:30 – 4:00 PM	<b>Tea Break</b>
4:00 – 5:00 PM	Role Play & Feedback Session

## DAY 4: NUTRITION, MEDICATION & DOCUMENTATION

Time	Topic
9:00 – 9:30 AM	Nutrition Needs in Older Adults
9:30 – 10:00 AM	Hydration Management & Monitoring
10:00 – 10:30 AM	<b>Morning Break</b>
10:30 – 11:00 AM	Food Safety & Serving Guidelines in Care Settings
11:00 – 11:30 AM	Assisting with Medication: Rights & Procedures
11:30 – 12:00 PM	Types of Medications Commonly Used in Elder Care
12:00 – 1:00 PM	Understanding Medication Side Effects & Reactions
1:00 – 2:00 PM	<b>Lunch Break</b>
2:00 – 2:30 PM	Writing and Implementing a Service Plan
2:30 – 3:00 PM	Record Keeping and Confidential Documentation
3:00 – 3:30 PM	Charting Errors and Legal Risks
3:30 – 4:00 PM	<b>Tea Break</b>
4:00 – 5:00 PM	Group Exercise: Simulated Chart Review

### Centre for Medical Education and Training (CMET) UCSI Hospital

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## DAY 5: PSYCHOSOCIAL SUPPORT & ENRICHING RESIDENT LIFE

Time	Topic
9:00 – 9:30 AM	Understanding Difficult Behaviors & Emotional Triggers
9:30 – 10:00 AM	Conflict Resolution & De-escalation Techniques
10:00 – 10:30 AM	<b>Morning Break</b>
10:30 – 11:00 AM	Providing Life Skills & Social Support
11:00 – 11:30 AM	Designing Recreational and Rehabilitative Activities
11:30 – 12:00 PM	Activities for Residents with Cognitive Impairment
12:00 – 1:00 PM	Building Compassion and Empathy in Care
1:00 – 2:00 PM	<b>Lunch Break</b>
2:00 – 2:30 PM	Case Presentations & Group Discussion
2:30 – 3:00 PM	Final Course Review
3:00 – 3:30 PM	Post-Course Quiz & Feedback
3:30 – 4:00 PM	<b>Tea Break</b>
4:00 – 5:00 PM	Certificate Ceremony & Closing Remarks

### CERTIFICATE SAMPLE



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