SURNAME: ………..…………………………………. First name : ……………………

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| ACTIVITIES TO BE LED DURING THE TRAINING PERIOD **BTEC national in human service and care**  Option « in facility » |

*Document to be filled in by the student and to be presented to the tutor*

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| **D**: Asked activities  **R** : Performed activities | **PFMP1** | | **PFMP2** | | **PFMP3** | | **PFMP4** | | **PFMP5** | | **PFMP6** | |
| **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** |
| **WELCOME, COMMUNICATION  WITH THE FAMILY, HIS FAMILY – INFORMATTION PROCESSING** | | | | | | | | | | | | |
| Participating in welcoming the user and his/her family |  |  |  |  |  |  |  |  |  |  |  |  |
| Receiving and transmiting the user’s needs |  |  |  |  |  |  |  |  |  |  |  |  |
| Observing the user’s attitudes and behaviour |  |  |  |  |  |  |  |  |  |  |  |  |
| Completing the documents relating all the activities (monitoring, communication.....) |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in the talks with professionals* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in a meeting for the organisation of the team work* |  |  |  |  |  |  |  |  |  |  |  |  |
| **USER’S HYGIENE CARES,COMFORT CARES, SAFETY** | | | | | | | | | | | | |
| Helping, performing hygienic body care (face, hands… pad changing, bathing in bed, shower…) |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating personal cares (shaving, denture, make up, …) |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating in measures to prevent bedsores |  |  |  |  |  |  |  |  |  |  |  |  |
| Performing dressing and undressing |  |  |  |  |  |  |  |  |  |  |  |  |
| Sorting and putting away clothes |  |  |  |  |  |  |  |  |  |  |  |  |
| Making partially or completely a bed. |  |  |  |  |  |  |  |  |  |  |  |  |
| Seating the user (armchair, bed, help for the toilets, help for the rest, the sleeping…). Using the handling equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Observing et relaying clinical signs |  |  |  |  |  |  |  |  |  |  |  |  |
| Implementing safety means |  |  |  |  |  |  |  |  |  |  |  |  |
| *Helping in taking medecine according to the regulatory framework* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Measuring the user’s : weight, height, pulse, temperature…* |  |  |  |  |  |  |  |  |  |  |  |  |
| **ACQUISITION OF AUTONOMY AND SOCIAL LIFE** | | | | | | | | | | | | |
| Helping mobilize the user for an activity |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparing activities |  |  |  |  |  |  |  |  |  |  |  |  |
| Leading or participating in activities |  |  |  |  |  |  |  |  |  |  |  |  |
| *Creating or participating in the creation,and organising a project of activity leading* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in the organisation of an activity leading project* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Assessing activities and/ or activity leading projects* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in the creation of an individualized project* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in the setting up of an individualized project* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in campaign of prevention* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Performing or leading actions related to health education* |  |  |  |  |  |  |  |  |  |  |  |  |

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| **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** | **D** | **R** |
| **PREPARING SNACKS AND DISTRIBUTING MEALS** | | | | | | | | | | | | |
| Preparing snacks, drinks |  |  |  |  |  |  |  |  |  |  |  |  |
| Keeping or restoring the right temperature of food preparations |  |  |  |  |  |  |  |  |  |  |  |  |
| Helping for the preparation of dishes and trays |  |  |  |  |  |  |  |  |  |  |  |  |
| Distributing snacks and meals |  |  |  |  |  |  |  |  |  |  |  |  |
| Helping the user to seat and eat |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearing the |  |  |  |  |  |  |  |  |  |  |  |  |
| *Participating in organising the distribution of meals* |  |  |  |  |  |  |  |  |  |  |  |  |
| **HYGIENE OF PREMISES, EQUIPMENTS AND TOOLS** | | | | | | | | | | | | |
| Cleaning the premises, equipments, tools |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensuring the sorting and transport of laundry |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensuring the recycling of wastes |  |  |  |  |  |  |  |  |  |  |  |  |
| Respecting protocoles, cleaning procedure of premises, equipments and tools |  |  |  |  |  |  |  |  |  |  |  |  |
| *Setting up protocoles, cleaning procedure of the premises* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Préparing lthe equipment to be sterelised* |  |  |  |  |  |  |  |  |  |  |  |  |
| **MANAGING STOCKS AND TOOLS** | | | | | | | | | | | | |
| Checking stocks (products, consumables …) |  |  |  |  |  |  |  |  |  |  |  |  |
| Estimating and following the use of products, of consumables… |  |  |  |  |  |  |  |  |  |  |  |  |