



Task Title: PSW Weekly Schedule

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will plan a weekly schedule that includes assigned PSW tasks and travel time between different work locations.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: PSWeeklySchedule_E_B3.2a_C2.1

Learner Information

Some Personal Support Workers (PSWs) provide in-home support to many clients each week. They schedule their days to include the time required for PSW tasks and documentation, as well as travel time between clients' homes.

Scan "Time Required for Each Activity" and "Emily's Weekly Schedule".

Time Required for Each Activity

Activity	Amount of Time Required
Assisting with bathing	1.5 hours
Assisting with other personal care and grooming (e.g. brushing teeth, brushing hair, toileting needs)	30 minutes
Light housekeeping (e.g. washing dishes, cleaning floors, etc.)	1 hour
Meal preparation	1 hour
Assisting with eating	1 hour
Daily client documentation	30 minutes

Emily's Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					

Work Sheet

Task 1: Complete Emily's weekly schedule using the information provided. Include 30 minutes of travel time to each client's home before beginning homecare tasks. Include a 30-minute lunch break anytime between 11am and 2pm.

- **Mr. Adams requires assistance with bathing, other personal care, meal preparation, and eating assistance on Monday, Wednesday, and Friday.**
- **Mrs. Shah and Mrs. Chen each require light housekeeping and meal preparation. Mrs. Shah is scheduled for assistance every day. Mrs. Chen is only scheduled on Tuesdays and Thursdays.**
- **Mr. Joshi requires assistance with meal preparation on Tuesdays and Thursdays.**

Answer: No written response required here.

Task completed: Yes:

Task 2: How much time does Emily spend travelling to clients' homes on Tuesdays?

Answer:

Task 3: How much total time, including documentation time, does Emily spend in Mr. Adams' home each week?

Answer:

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Task 4: How much time will Emily spend on client documentation this week?

Answer:
