



Task Title: PSW Weekly Schedule

OALCF Cover Sheet – Practitioner 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

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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:

Answers

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:

The learner should have scheduled the following into Emily's schedule:

Mr. Adams' home: $1.5 + 0.5 + 1 + 1 = 4$ hours Monday, Wednesday and Friday.

Mrs. Shah's home: 2 hours every day.

Mrs. Chen's home: 2 hours on Tuesdays and Thursdays.

Mr. Joshi's home: 1 hour on Tuesdays and Thursdays.

A sample answer is shown here but scheduling could be done differently. Morning and afternoon appointments could be switched, for example. As long as the learner has allocated enough time for each task, travel, and lunch, then their schedule is correct.

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| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 8:00am | Travel to Mr. Adams | Travel to Mrs. Chen | Travel to Mr. Adams | Travel to Mrs. Chen | Travel to Mr. Adams |
| 8:30am | Mr. Adams | Mrs. Chen | Mr. Adams | Mrs. Chen | Mr. Adams |
| 9:00am | | | | | |
| 9:30am | | | | | |
| 10:00am | | | | | |
| 10:30am | | Mrs. Chen - Docu. | | Mrs. Chen - Docu. | |
| 11:00am | | Travel to Mr. Joshi | | Travel to Mr. Joshi | |
| 11:30am | | Mr. Joshi | | Mr. Joshi | |
| 12:00pm | | | | | |
| 12:30pm | Mr. Adams - Docu. | Mr. Joshi - Docu. | Mr. Adams - Docu. | Mr. Joshi - Docu. | Mr. Adams - Docu. |
| 1:00pm | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:30pm | Travel to Mrs. Shah | Travel to Mrs. Shah | Travel to Mrs. Shah | Travel to Mrs. Shah | Travel to Mrs. Shah |
| 2:00pm | Mrs. Shah | Mrs. Shah | Mrs. Shah | Mrs. Shah | Mrs. Shah |
| 2:30pm | | | | | |
| 3:00pm | | | | | |
| 3:30pm | | | | | |
| 4:00pm | Mrs. Shah - Docu. | Mrs. Shah - Docu. | Mrs. Shah - Docu. | Mrs. Shah - Docu. | Mrs. Shah - Docu. |

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

Answer: 1.5 hours. 30 minutes each spent travelling to Mrs. Chen, Mr. Joshi and Mrs. Shah.

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

Answer: 4 hours + 0.5 hours = 4.5 hours x 3 days per week = 13.5 hours

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

Answer: $12 \times 0.5 = 6$ hours

Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|---|------------|---|------------------------------|
| B3.2a | uses layout to determine where to make entries | | | |
| | begins to make some inferences to decide what information is needed, where and how to enter the information | | | |
| | makes entries using a limited range of vocabulary | | | |
| C2.1 | recognizes values in number and word format | | | |
| | understands chronological order | | | |
| | chooses appropriate units of measurement (e.g. hours, minutes, seconds) | | | |
| | interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$ hour) | | | |

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
