

## Home Care Aide

The home care aide provides personal care and related services in the home of the client. He/she functions under the direction, instruction and supervision of the staff nurse and the Director of Nursing and/or appropriate staff.

### Qualifications:

- Age eighteen (18) years of age or older
- Completion of the ninth (9) grade; prefer high school graduate or GED (general education equivalency diploma)
  - Ability to read and write consistent with job requirements
  - Completion of a basic seventy-five (75) hour training program consistent with state and federal requirements
  - Satisfactory performance on a competency evaluation and annual re-evaluation
  - Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, clients family and the personnel of the agency
  - Has a reliable means of transportation

### Responsibilities:

Tasks to be performed by and HCA must be assigned by and performed under the supervision of an RN who will be responsible for the client care provided by the HCA. Under no circumstances may an HCA be assigned to receive or reduce any intravenous procedures, procedures involving the use of Levin's tubes or Foley catheters, or any other sterile or invasive procedures, other than rectal temperatures. Except as otherwise noted.

### Duties of the HCA may include but is not limited to:

- Helps the client to maintain good personal hygiene at frequency ordered, excluding cutting of client's toenails and will not dye, cut or perm client's hair
- Plan and prepare nutritious meals. Shops when instructed to do so by the nurse
- Assist the client with elimination, ambulation, exercise, range of motion, transfers as assigned
- Assists with certain treatments as ordered by the physician and assigned supervised by the nurse
- Assists with therapy personnel as needed with the rehabilitative process
- Assists/Remind the client with self administered medications excluding injectable
- Maintains the ethics and confidentiality of client care

- Shows good judgment, respect and tact in dealing with clients and staff
  - Practices good hygiene and is neat in personal appearance
  - Will be free from health problems that may be injurious to client, self and co-workers and present the required documents that indicate such when requested
  - Documents visit on the day it is performed and submits documentation for the clinical record weekly by noon on the following Monday
  - Report any change in the client's mental or physical condition or in his home situation to her immediate supervisor, the staff nurse, or to the office.
- Failure to report significant changes or needs to the nurse will result in counseling and warning. Failure to report a 3<sup>rd</sup> time in a 12 month period may result in termination at the discretion of the administrator.**
- Adhere to schedules and assigned duties, pick up assignments weekly, Never assume assignments are unchanged from week to week. Be certain documentation sheets are current weekly request additional sheets when supply is low. Check mail slot frequently for changes or updates.
  - Carry out assignment as assigned by the nurse, document and notify the nurse and office when unable to do so, and report refusals to the nurse that could affect the clients health. Calls to the nurse go through office phone, not individual nurse's cell phone
  - Perform routine housekeeping and cleaning equipment as related to a safe and comfortable environment for the client, as assigned and complete expenditure sheet when shopping for client.
  - Attend in services or completes in service training materials for the mandatory twelve (12) hour per year
  - Confirm on a weekly basis, the scheduling of visits with the scheduler, checking the schedule daily, to coordinate necessary visits with other personnel
  - Notify the agency of absences due to illness, emergency leave, normal vacation periods or special professional meetings which will affect agreed service with the agency. Acceptable absence rate is less than 5% (12 days per year.
  - Adhere to good practices to prevent injury to self or client such as utilizing transfer equipment and good body mechanics
  - Follow universal precautions whenever giving any aspect of client care
  - Responds to the physical, emotional and developmental needs of clients, avoiding sharing with client details of personal life, politics, religion, or other sensitive topics that could upset the client.
  - Follows emergency procedures in the event of any incident i.e. accident, injury or significant change in clients condition and document and report to office and file incident report within 24 hours.
- Adheres to policy banning use of personal cell phone on duty.
  - Adheres to policy regarding smoking limitations.

Organizational Relationship:

Reports to the primary nurse or DON