

JOB DESCRIPTION

PERSONAL CARE ASSISTANT (CNA's)

Definition

The Personal Care Assistant (which must be a certified CNA or above) will provide personal care services as needed, and as indicated in client's plan of care. Personal care services must be provided under the supervision of the RN in the center.

Examples of Duties

The Aide will assist, under the supervision of the RN provided the following personal care services to clients in the center;

1. Bathing
2. Personal hygiene
3. Grooming
4. Dressing
5. Toilette
6. Ambulation
7. Eating
8. Cleaning
9. Scheduling appointments and accompanying client to appointments
10. Cooking
11. Washing and ironing
12. Recording clients changes in condition
13. Grocery shopping
14. Paying bills
15. Correspondence and communications with family clients
16. Filling out applications

Personal Care Assistants:

Qualifications of the Personal Care Assistant include:

1. Able to read and write, follow verbal and written instructions, and complete legible written reports of care given.
2. Has one of the following training requirements: documentation of Nurse Aide certification from the Department of Human Resources, Office of Regulatory Services; **or** successful completion of a competency examination for nurse aides or of a health care or personal care credentialing program approved by the Office of Regulatory Services, Private Home Care Providers Section, or completion of CNA training by a certified school.
3. A High School Diploma and a maximum knowledge of First Aid Care and CPR training. They must have 2 years of experience in a health service related field.

Personal Care Assistant s must receive a total of 40 hours of training. The Aide receives at least 20 hours of this training prior to caring for clients. The Aide completes an additional 20 hours of training within the first six months of employment. Training includes

1. Safety and accident prevention; fire safety
2. Effective communication with older adults
3. Caring for clients with Alzheimer's and other related disorders
4. Observations skills; reporting and documentation procedures

The RN supervises the 8 hours of training that is documented in the Aide's personnel file. The agency's training file includes information about objectives, content, time spent per subject matter, instructor(s), and evaluation.

Aides should possess caring and understanding attitude toward individuals who are elderly, disabled or frail, be flexible and tolerant of varied lifestyles, be able to work under supervision and within the guidelines of a care plan, be in good health, and encourage client to make decisions and to remain as independent as possible.

Aides will encourage client representative to be involved and responsible for care of the client, be observant and report changes in client's condition, meal consumption, and food storage and cooking equipment failure to the supervisor, maintain current progress notes indicating changes in the client's condition, problems that hinder service delivery, and additional needs of the client, complete the Client Service Record after each visit for each client and forward it to the supervisor as required and, monitor clients and their environments to address and report issues that impact clients' health, safety, or welfare.

Orientation

A PCA attends an initial orientation program that includes the provider's policies and procedures for aides and an overview of the DCH/HFRD policies and procedures. The DCH/HFRD overview includes policies, procedures, and documentation requirements related to:

1. Emergency situations, as well as situations requiring supervisory consultation
2. Client rights and choice
3. Client protection from mistreatment, abuse, neglect, and exploitation
4. Written code of ethics
5. Appropriate dress code
6. Need for confidentiality.

Client observations include:

1. meal consumption
2. safety in the home
3. changes in the client's physical or emotional condition
4. changes in the client's support systems
5. Apply information acquired through training
6. Adhere to the Personal Support Service provider's written code of ethics and dress code.

Emerald Healthcare Services, Inc. will provide appropriate training to any aide unfamiliar with a specific procedure or skill required by a client prior to providing care to that client.

Emerald Healthcare Services, Inc. will maintain employee documentation of in-service training topics including:

- ✓ objectives
- ✓ content
- ✓ time spent per subject matter
- ✓ instructor(s)
- ✓ proof of employee attendance
- ✓ evaluation

I, _____ accept the position and have the proper training and experience. I also have never have been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and participate in the orientation and training as required by DCH/HFRD

employee name (print)

SS No.

employee signature

date