

Revised 1/13/2018

Responsible to

Director of Nursing
Clinical Manager
Supervising Clinician

Description

Provides support services, under the supervision of the appropriate professional staff, which assist the patient or family in the achievement of physical and emotional comfort as ordered by the physician in the plan of care, and the Aide service plan of care instructions.

JOB DUTIES/KNOWLEDGE

1. Assists with:
 - Personal hygiene (according to state regulation) such as back rubs, oral hygiene, grooming, shampoos, assisting with dressing, skin care to prevent breakdown,
 - Ambulation and exercise
 - Reporting changes in the patients condition, including skin condition.
 - Nutritional support including preparing meals, meal set up and assistance with feeding and promoting oral intake.
 - Other supportive tasks as assigned such as: light household activities.
 - Reading and recording temperature, pulse, respiration, weight and blood pressure
 - Assist in patient specific tasks for which the home health aide has been skills validated as competent in accordance with state and federal regulations.
2. Applies safety principles and proper body mechanics during the performance of specific techniques of personal and supportive care such as ambulation and exercise of patients, transferring patients, assisting with the normal range of motion and positioning and doing household chores. The goal of Aide service is promoting of self management for eventual patient & caregiver independence.
3. Prepares and provides adequate nutrition and fluid intake: provides medically prescribed diets under supervision and as instructed in the Aide plan of care.
4. Performs homemaking and other environmental services that facilitate receiving sanitary and safe care at home.
5. Assists patients with reminders for medications that are ordinarily self-administered.
6. Observes, reports and documents changes in patient status or expectations of service promptly to a supervisor or other professional.
7. Understands basic elements of body functioning and reports verbally and in writing changes in patient status and body functions as indicated.

8. Recognizes emergency situations and implements appropriate emergency plan and protocols when indicated.
7. Demonstrates utilization of good basic infection control and prevention practices and follows agency procedures; especially with regard to infection control, prevention, handling of hazardous wastes, using safety measures in all instances.
9. Accurately documents care provided and submits visit records and activity logs twice per week.
10. Attends in-service programs according to agency policy. Attend patient care conferences as directed.
11. Renders services in strict accordance with the written plan of care.

JOB PERFORMANCE

Demonstrates initiative and skills in planning and organizing work

1. Demonstrates a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
2. Completes work, care and documentation with accuracy and within agency time frames.
3. Requires minimal supervision and is self-directed.

MISSION/AGENCY STANDARDS

Demonstrates organizational awareness and commitment

1. Understands and appropriately applies chain of command in relation to job position and Supervision.
2. Knows and understands agency mission in relation to own job position.

Observes confidentiality policy at all times

1. Protects and honors customer and coworker confidentiality.
2. Respects patient's and coworker's right to privacy.

Observes attendance and attire policies

1. Meets attendance and punctuality expectations.
2. Demonstrates cooperation with scheduling requests to meet agency needs.
3. Consistently adheres to agency dress code.

Complies with all other related policies, procedures and requests

1. Recommends and/or supports changes to policies and procedures.
2. Demonstrates knowledge of policies and procedures applicable to own job position.
3. Adheres to policies and procedures. Honors requests of management for interim rules.

Conserves agency resources

1. Maintains agency property, supplies and equipment in a manner that demonstrates ownership and accountability.
2. Maintains the work area to reduce the likelihood of safety hazards and to enforce its general appearance.

COMMUNICATION SKILLS

Demonstrates interpersonal understanding and utilizes effective communication skills.

1. Considers effects of words and actions on others.
2. Utilizes listening skills that indicate understanding and promotes accurate interpretation of others' concerns, motivations and feeling.
3. Able to read, write and verbally report clinical information.
4. Recognizes the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.
5. Works toward resolution of interpersonal conflicts as they arise.
6. Recognizes when others are in need of information, assistance or direction and consistently offers and provides help.
7. Attends and participates positively in meetings
8. Regularly reads and appropriately applies information to practice.
9. Uses words that express respect, patience and understanding in interactions with others.
10. Acknowledges others verbally and nonverbally (eye contact, expression, tone of voice) promptly and courteously.
11. Follows appropriate phone etiquette.

Exhibits behaviors of cooperation

1. Develops cooperation and collaborative work efforts that generally benefit all involved parties.
2. Demonstrates the initiative to meet the needs of the agency by assisting coworkers when work load permits.

PERSONAL/PROFESSIONAL DEVELOPMENT (10%)

Continuing education and personal/professional development responsibilities

1. Maintains personal health status requirements in relation to job position.
2. Maintains professional certification requirements.
3. Maintains current personnel file information and provides information to agency in timely manner.
4. Sets own development challenges and volunteers to learn.
5. Assists with orientation of new personnel.
6. Adheres to agency infection control and safety policies, including education, reporting, and practice implementation specific to job position.
7. Attends agency provided in-service programs to fulfill requirements of position and agency policies.

Exhibits adaptability, flexibility, self-control and maturity in work and behavior

1. Maintains stable performance and emotions when faced with oppositions, pressure and/or stressful conditions.
2. Recognizes codependency issues in care giving roles and exercises caution in relationships to maintain objectivity.
3. Develops work relationships that honor and respect others' strengths and abilities.

PROBLEM SOLVING (10%)

Exhibits critical thinking and applies them for continuous improvement of services and the agency

1. Uses own knowledge and experience base and other resources as necessary to make logical decisions and solve problems.
2. Continuously analyzes work processes and makes suggestions for improvement.

QUALIFICATIONS

1. Certification as a Home Health Aide as demonstrated by one of the following:
 - a) Successful completion of a training and competency evaluation program offered by an allowed HHA
 - b) Successful completion of a competency evaluation program that addresses all federal requirements in §484.80
 - c) Successful completion of a nurse aide training and competency evaluation program, and is found to be in good standing in the state nurse aide registry. (CNA)
 - d) Successful completion of a State administered program that certifies HHaides and that meets or exceeds the federal requirements.
2. Successful completion of the competency skills demonstration evaluation required for home health aide certification by the agency.
3. Takes oral and written instruction well.
4. Works in a team responsibly and independently without direct supervision.
5. Records and reports observations and activities.
6. Good communication skills, able to read, write and verbally report.
7. Knowledge and Abilities
 - a) Demonstrated knowledge and skills necessary to provide care to and communicate with primarily the geriatric population, and to a lesser degree the adult populations.
 - b) Demonstrated knowledge of the principles of the physical, emotional and developmental needs of and ways to work with the population served by OCI. Demonstrated knowledge of respect for the patient, privacy, and property.
 - c) Able to assess data reflecting the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to their age-specific needs.
 - d) Demonstrates computer skills sufficient to use the electronic medical record effectively.

DEGREE OF TRAVEL

Home visits as schedule. Office meetings as indicated. Must have reliable transportation and agency-required liability insurance.

DEGREE OF DISRUPTION TO ROUTINE, OVERTIME

Must be able to adapt to the patient's status and needs, as directed. Schedule changes daily due to staffing, patient condition, new patients, etc.

SAFETY HAZARDS IN JOB

Possible infection from patients, auto accidents, unsafe neighborhoods.

JOB TITLE: Home Health Aide

PHYSICAL DEMANDS	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit		X		
Stand				X
Walk				X
Bend/Stoop				X
Squat				X
Crawl		X		
Climb		X		
Reach Above Shoulder Level			X	
Kneel			X	
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 Lbs.				X
Maximum 20 Lbs				X
Maximum 50 Lbs.				X
Maximum Over 50 Lbs.			X	
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X
Environmental Conditions	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside		X		
Exposed to Temperatures of				
32°F and less		X		
100° and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		

Hazards, Exposure	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes				X
Toxic Chemicals			X	
Needles/Body Fluids				X
Radiation	X			
Chemotherapeutics	X			

Occasionally = 1% to 33% of the time
 Continually = 67% to 100% of the time

frequently = 34% to 66% of the time. .