

## HOME NURSING AGENCY

### Position Description

<b>TITLE-CODE</b>	Home Health/Hospice Aide – 350 2/09
<b>COMPANY</b>	Home Nursing Agency and Visiting Nurse Association
<b>QUALIFICATIONS</b>	High School diploma or GED required. Completion of 75 hour Training Course or a nurse aide training and competency evaluation approved by the state and listed in good standing in the State Nurse Aide registry. Must have worked for 2 years following completion of CNA aide training course and has had no more than a 24 month lapse in furnishing service from date of application. Must possess communication and interpersonal skills, including the ability to read, write, and verbally communicate.
<b>SPECIAL REQUIREMENTS</b>	Access to transportation in the Agency service area with valid Pennsylvania driver's license and auto liability insurance. No weight restrictions for lifting or moving.
<b>RESPONSIBLE TO</b>	Patient Care Supervisor
<b>RESPONSIBLE FOR</b>	N/A
<b>GENERAL REQUIREMENTS</b>	Provide personal care, housekeeping services, treatment and other activities as designated on Plan of Care. This will be done in a manner consistent with efficiency, cost effectiveness and regulatory compliance.
<b>PHYSICAL REQUIREMENTS</b>	Contact Human Resources

#### ESSENTIAL FUNCTIONS

1. Function in a supportive relationship to professional disciplines and may function as an extension of these professional services with appropriate supervision and specialized Hospice training.
  - ❖ Follow work assignments.
  - ❖ Observe, report, and document patient status and the care or services furnished.
  - ❖ Identify changes in body function that must be reported to the Registered Nurse.
  - ❖ Complete and submit clinical documentation in accordance with Agency guidelines.
2. Perform tasks in accordance with the established plan of care and/or Hospice Interdisciplinary Team plan of care.
3. Provide service to a patient utilizing an approved plan of care under the supervision of a registered nurse or licensed therapist.
  - ❖ Assist with personal hygiene.
    - a. Bathing (bed, sponge, tub and shower)
    - b. Oral hygiene
    - c. Hair shampoo (sink, tub, bed)
    - d. Nail and skin care
    - e. Shaving
    - f. Dressing
  - ❖ Assist with safe activities of daily living/exercise.
    - a. Transfers
    - b. Ambulation
    - c. Normal range of motion and positioning
    - d. Application of simple brace and/or equipment
  - ❖ Assist with elimination needs.
    - a. Toileting activities
    - b. Care of drainage unit
    - c. Observe and record output
  - ❖ Assist with adequate nutrition and fluid intake.
    - a. Basic menu planning
    - b. Shop for groceries
    - c. Prepare and serve meals
    - d. Feed patient
    - e. Observe and record intake
  - ❖ Perform selected tasks.
    - a. Read and record temperature, pulse and respiration
    - b. Weigh patient
    - c. Assist with medications that are ordinarily self-administered
    - d. Special skin care
    - e. Catheter care (cleansing)

- f. Sitz bath
  - g. Adhere to infection control procedures
  - ❖ Aid patient/family with home maintenance.
    - a. Light housekeeping
    - b. Laundry
    - c. Shopping/errands
    - d. Change bed linens
  - ❖ Assist with childcare.
    - a. Bathe and dress
    - b. Prepare meals and feed
    - c. Play activities
  - ❖ Perform other related supportive tasks as specified by Agency policy.
  - ❖ Maintain a clean, safe, and healthy environment.
  - ❖ Recognize emergencies and the knowledge of emergency procedures and their application.
  - ❖ Help with home management.
  - ❖ Provide caregiver relief.
  - ❖ Supervise children in absence of parent.
  - ❖ Provide authorized transportation for the patient to complete household chores or keep appointments when standard transportation services are inappropriate or unavailable.
4. Maintain competencies as required.
  5. Adhere to Agency dress code policy.
  6. Participate in orientation, in-service continuing education, quality assurance and performance improvement activities.
  7. Maintain and protect patient and Agency confidentiality.
  8. Promote personal and co-worker safety during work duties.
  9. Participate in community activities as requested.
  10. Adhere to Agency and professionally acceptable standards, policies and procedures.
  11. Endeavor to achieve and maintain quality and customer satisfaction in the delivery of services to internal and external customers.
    - ❖ Demonstrate respect for the patient his/her privacy and his/her property
    - ❖ Recognize the physical, emotional and developmental needs of the patient
  12. Demonstrate support of Agency mission and philosophy in delivery of services.
  13. Perform other duties as requested in conjunction with adequate training.

This Position Description covers only the Essential Functions for this position. The incumbent is expected to satisfactorily perform other related duties as assigned. All stated tasks are subject to possible reasonable accommodation with respect to statutorily protected individuals with disabilities.

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**Approved By**

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**Date**

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**Employee's Signature**

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**Date**

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**Employee's Printed Name**