

## **HHA/PCA Live In**

### **Job Summary:**

A person, who under professional supervision, provides assistance with nutritional and environmental support, personal hygiene, feeding and dressing.

### **Organizational Relationship:**

Reports to the Scheduling Coordinator, Nursing/HHA Supervisor

### **Qualifications:** (Preferred unless required by law)

Has successfully completed a State approved training program (HHA) and has appropriate clinical supervision. Has received the appropriate PCA training related to the following:

- Methodology of assisting patients to achieve maximum self-reliance.
- Principles of nutrition and meal preparation. Principles of the aging process.
- Understanding the emotional problem of illness & long term home care.
- Procedure for maintaining a clean, healthful and pleasant environment.
- That all changes in patient condition must be reported to the nurse.
- Maintaining the ethics and confidentiality of patient care.
- Corporate with the health care team.
- Providing and maintaining appropriate and required records.
- Comprehends the basics of personal care, housekeeping and meal preparation.
- Shows an interest and concern for people.
- Shows good judgment and tact in dealing with the sick.
- Practices good hygiene and is neat in personal appearance.
- Freedom from health problems that may be injurious to patient, self and co-workers and presents the required documents that indicate such.
- Appropriate work experience

### **Responsibilities:**

Personal Care - assists with:

- Bath (tub, shower or bed) Oral hygiene
- Grooming and care of hair and ordinary care of nails. Routine skin care/lotion massage
- Positioning and turning of patients who cannot assist self - in bed and chair
- Use of mechanical lift (only if documentation exists in personnel file of competency)
- Assist with Elimination as necessary
- Assist with eating, dressing walking and toileting.
- Remind patient to take medications
- Homemaking - assists with:
  - Meal planning and preparation in accordance with complex and modified diets
- Feeding the patient if needed

- Linen change (occupied and unoccupied) Laundry, patient's only
- Light housekeeping; washing dishes, clean kitchen, dust & vacuum, only those rooms the patient uses.
- List needed supplies and grocery shopping
- Follows universal precautions whenever giving any aspect of patient care.
- Maintains confidentiality.
- Performs ONLY those functions specified for each individual patient.
- Responds to the physical, emotional and development needs of patients.
- Follows emergency procedures in the event of any incident, e.g., accident, injury or significant change in patient's condition.

**PCA' s ARE NOT PERMITTED TO:**

- Administer any medications.
- Assist, handle, or change any sterile dressing. Assist or help give an enema.
- Assist or touch Colostomy irrigation.
- Assist or touch Gastric lavage or gavage.
- Apply heat/cold in any form, ie. heating pads, compresses, ice packs, etc.
- Care for or touch tracheostomy tube.
- Assist with or help with vaginal irrigation. Give any type of injections.
- Make medical judgments or give advice on medical or nursing problems.
- Witness or any other legal documents.
- Administer or help give oxygen.
- Cut toe or finger nails (file only).
- Massage legs.
- Perform Foley irrigation.
- Handle a respirator.
- Transport or drive patient in your car or drive the patient in any other car. Aide may accompany client to appointments in pre arranged vehicle (i.e. taxi, van).

PCA'S ARE NOT PERMITTED TO DO ANY OF THE ABOVE FOR THEIR PATIENT!! WHEN IN DOUBT, CALL THE NURSING SUPERVISOR.

**Essential Administrative Functions:**

- Follow patient rights at all times.
- Records each activity performed on each case on a daily basis.
- Reports any incident or change in condition of patient or environment immediately.
- Submits Aide Activity Sheets and recording accurately on a timely basis.
- Follows instructions, is punctual *and* is at work as scheduled.
- Follows all appropriate agency policies.
- Attends at least 6 hours (PCA) 12 hours (HHA) of inservice education annually.
- Provides all information required for the maintenance of her/his personnel record as per state regulations.
- Shows interest, asks questions and seek help as indicated; is receptive to supervision.
- Develops relationships and is -cooperative with patient, family and supervisor.
- Maintains appropriate appearance.
- Is productive and uses time efficiently.
- Follows instructions, is punctual and attendance is acceptable.
- Cooperates with supervisor and with patient/family. - Is self-reliant and plans appropriately.

**Functional Abilities:**

- Is able to lift, turn and transfer patients weighing up to 200 pounds.
- Is able to carry bundles up stairs weighing up to 10 pounds.
- Must be able to stoop and bend.
- Must be able to travel to prospective patient's' place of residence.
- Must be able to read 12 point or larger type.
- Must be able to hear and speak in a manner understood by most persons.
  
- Speaks, reads, and writes English