

Effective Date: _____
Reviewed/Revised: _____

PERSONAL CARE AIDE

Policy No.: 7-019.1

Job Title/Position: *Personal Care Aide (PCA)*

Reports To: *Case Manager (Supervisor)//Director of Nursing*

JOB DESCRIPTION SUMMARY: The Personal Care Aide is a paraprofessional member of the home care team who works under the supervision of a registered nurse and performs various personal care services as necessary to meet the consumer's needs. The personal care aide is responsible for observing consumers, reporting these observations and documenting observations and care performed. The personal care aide will be assigned in a manner that promotes quality, continuity and safety of a consumer's care.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

Responsibilities of the personal care aide include, but are not limited to, the following:

1. Providing personal care including:
 - A. Baths
 - B. Assisting the consumer with eating, bathing, dressing, personal hygiene, grooming
 - C. Changing bed linen and other housekeeping chores when they are specified in the consumer's service plan, or are essential to the health and welfare of the consumer, not the consumer's family.
 - D. Assisting consumers with grooming, dressing and undressing
 - E. Skin care to prevent breakdown
 - F. Keeping consumer's living area clean and orderly, as appropriate
 - G. Assisting the consumer perform various Activities of Daily Living (ADL's) and Independent Activities of Daily Living (IADL's)
2. Providing respite care to the consumer's caregiver.

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3. Planning and preparing nutritious meals.
4. Assisting in feeding the consumer, if necessary.
5. Taking and recording oral, rectal and axillary temperatures, pulse, respiration and blood pressure when ordered (with appropriate completed/demonstrated skills competency).
6. Assisting in ambulation and exercise according to the plan of care.
7. Performing range of motion and other simple procedures as an extensional therapy service as ordered (with appropriate completed/demonstrated skills competency).
8. Doing consumer's laundry, as appropriate.
9. Meeting safety needs of consumer and using equipment safely and properly (foot stools, side rails, etc.).
10. Reporting on consumer's condition and significant changes to the assigned nurse.
11. Adhering to the Organization's documentation and care procedures and standards of personal and professional conduct.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. Be listed on the Ohio Department of Health's nurse aide registry, and be in **GOOD STANDING**.
2. At least 18 years of age.
3. Must have at least 2 years experience as a nurse aide or home health aide
4. Must not have crimes listed on the BCI report & be free of sex crimes upon verification
5. Does not have an active case of TB as verified either with a PPD or X-ray report.
6. Has completed a CPR and First Aide course successfully in the past 12 months.
7. Ability to read and follow written instructions and document care given.

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- 8. Self-directing with the ability to work with little direct supervision.
- 9. Empathy for the needs of the aged, ill, injured, frail and the impaired.
- 10. Demonstrates tact, patience and good personal hygiene.
- 11. Licensed driver with automobile or must have reliable transportation.

PHYSICAL DEMANDS

For physical demands of the position please see attached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

ENVIRONMENTAL REQUIREMENTS

- Will be required to work in an office environment and visit patient's homes.
- Will have exposure to blood any fluids and waste.
- Will have possible risk of bio-hazard contamination as well as bio-hazard sharps.
- Will be required to be available on a touting basis for on-call duty.

JOB LIMITATIONS

The personal care aide will not function in any manner viewed as the practice of nursing according to the state's Nurse Practice Act. Specifically, the personal care aide will not administer or inject any type of medications, take physician's orders or perform procedures required the training, knowledge and skill of a nurse, such as sterile techniques.

By my signature below I acknowledge that I have received, read and understand the job requirements of this position.

Name/Signature

Tina Phingolman

Agency Representative Signature/Title

Date

Date