



**North Eastman Health Association Inc.
Job Description**

Health Care Aide

Position Summary

The Health Care Aide is a member of the Health Care Team, working under the general direction of the Care Team Manager, Registered Nurse and / or Licensed Practical Nurse; while demonstrating a commitment to service excellence, continuous quality improvement and to the Mission, Vision, Values and Guiding Principles of North Eastman Health Association Inc. The Health Care Aide is responsible for performing and assisting in direct and indirect resident/ client care and activities, utilizing the assessment, planning, implementation, and evaluation as a framework for performance. These duties are carried out within the scope of skills learned in their basic course of training as well as those additional skills and training acquired through inservice education. The Health Care Aide is flexible and able to function effectively in a dynamic and ever-changing health care environment.

Reports To: Care Team Manager or designated Team Leader/ Charge Nurse

Location: Various sites throughout the region

Supervises: Not applicable

Union : MGEU – Facility Support

Std Grp. 42

QUALIFICATIONS:

Education and Experience

- Certificate in Health Care Aide Course from an accredited college.
- Previous related experience in health care setting preferred.
- Current CPR certification required (for positions in Acute Care).

Knowledge, Skills and Abilities

- Physical and mental health to meet work demands.
- Demonstrates understanding of the role of the Health Care Aide within the health care environment.
- Ability to foster and maintain positive working relationships inclusive of team role and responsibilities.
- Effective communication skills and interpersonal skills are demonstrated with all members of the health care team.
- Confidentiality is maintained in all matters pertaining to NEHA, the patients and their families.
- Commitment to continuing self-development and continuous quality improvement.
- Has genuine interest in health care especially of the elderly and disabled.

POSITION DUTIES AND RESPONSIBILITIES:

Assists in the provision of care to residents/ clients by carrying out nursing and non-nursing functions.

ASSESSMENT:

- Observes and recognizes deviations from normal in resident/ client basic care needs.
- Collects data as directed by the RN or LPN.
- Assesses the resident/ client unit for safety.

PLANNING:

- Plans and organizes workload according to identified priorities.
- Gathers information data for resident/ client care plans as instructed by nurse and assists in the development of individualized plan of care.
- Plans for personal/ resident/ client/ family, and Health Care Team safety.
- Knowledgeable in facility Fire/ Safety/and Disaster Plans; use of equipment as well as Policies and Procedures related to security and resident/ client safety.
- Plans constructive use of time.
- Participates in and supports a team approach in the planning, developing and implementing of the plan of care.

IMPLEMENTING:

As a member of the Health Care Team, utilizes a caring, problem-solving approach, promoting physical, psychological, cultural, social and spiritual well being of the resident/ client/ family.

- Performs care-giving skills safely and in an organized manner.
- Supports and promotes the Social Model of Care in the NEHA Long Term Care facilities.
- Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs including: activity, clothing, comfort, elimination, hygiene, mobility, nutrition, recreation, rest, safety, social and spiritual needs.
- Assists residents/ clients/ families to maintain independence within their capabilities.
- Responds appropriately to residents/ clients/ families experience of loss or change and assists them to cope with the effects of physical and emotional stress.
- Provides care with consideration of dignity, individuality and privacy needs.
- Demonstrates a caring interpersonal approach, and communicates effectively with resident/ client/ family/ visitors and team members.
- Demonstrates ability to communicate with others who are experiencing communication difficulties.
- Demonstrates knowledge of the stages of growth and development throughout the life cycle as it relates to care.
- Demonstrates knowledge of body systems and functioning, as well as commonly occurring health problems as it relates to care.
- Demonstrates initiative in meeting resident/ client/ family care needs.
- Utilizes a problem-solving approach in carrying out the plan of care.
- Acts as a resident/ client/ family advocate.
- Participates in and contributes to resident/ client/ family conferences.
- Performs delegated care according to Policies and Procedures.
- Practices proper body mechanics.

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- Utilizes appropriate resources.
 - Replenishes stock in patient/ resident care areas as required.
 - Utilizes time constructively.
 - Reports observations related to resident/ client care to charge nurse in a timely manner.
 - Observes and records data and care appropriately and accurately.
 - Copes with unanticipated occurrences.
 - Demonstrates receptiveness to new ideas and readily participates in implementing change.

EVALUATION:

- Assists in measuring outcomes and evaluates effectiveness of care given.
- Evaluates effectiveness of own communication with residents/ clients/ family/ visitors and team members.
- Evaluates use of own time.
- Evaluates contribution to conferences, meetings, teamwork, etc.
- Participates in evaluation of changes and revisions occurring in resident/ client care and services.

PROFESSIONAL:

- Performs the Health Care Aide role in a safe, responsible, and accountable manner.
- Integrates the NEHA values, vision and mission into daily care.
- Follows legislated requirements and ethical guidelines.
- Maintains confidentiality of all data and information related to residents/ clients, families, and facility.
- Functions in a professional manner, always encouraging resident/ client autonomy to preserve dignity and self-esteem and promote quality of life.
- Works within scope of job description and seeks supervision appropriately.
- Identifies unsafe resident/ client care and practice, and reports significant information.
- Exhibits confidence, initiative and competence in the work environment.
- Maintains current CPR certification (related to role in Acute Care.)
- Keeps current in knowledge and practical skills related to the position, accessing training opportunities both within the facility and in the community.
- When participating in care and service delivery, the Health Care Aide continually considers the resident/client as a whole person, with rights to be acknowledged and respected, and as described in The Resident's Bill of Rights. The Health Care Aide demonstrates flexibility and ability to prioritize, while following the direction of the health care team, under the supervision of the RN/LPN.
- The Health Care Aide, as a team member, works effectively in a team setting with residents/ clients/ family members/ volunteers/ social contacts, other Health Care Aides, professional staff as well as other departmental staff members.
- The Health Care Aide implements the individualized care plan for each assigned resident/ client checking daily for updates and contributing to evaluation of each care plan.
- Documentation on each resident/ client flow sheet and progress notes and further daily communication with other members of the care team are essential aspects of daily work for the Health Care Aide. The Health Care Aide also keeps current on general staff communication by reading the ADL sheets, kardex, communication book, and staff meeting minutes.
- Participation on Infection Control Committee and other committees as required.

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- Participation in the orientation and training of new staff employed in the Health Care Aide, CSR Aide role.
 - Assist in the cleaning, packaging and distribution of clean and sterile supplies as required.
 - Performs other related duties as assigned.

DAILY ACTIVITIES FOR A HEALTH CARE AIDE:

- Including all hygiene and comfort measures as washing, hair, skin, nail (exceptions: clients with diabetes, complicated nail care or compromised peripheral circulation), oral, ear, perineal and special skin care, back massage and care to pressure areas, as well as, colostomy bag care.
- Using rehabilitative devices including hearing aids, transfer belts, mechanical lifts, walkers, wheelchairs, and whirlpool tub.
- Caring for residents/ clients in bed, including positioning, bathing, personal hygiene, nail and skin care, and changing of bed linens.
- Assisting with range of motion exercises as indicated on the care plan instructions. This includes exercises for mobile or limited mobility residents/ clients.
- Following care plan for bowel and bladder care and routines, which preserves each resident's/ client's abilities, control, and dignity including condom, colostomy care, toileting and catheter care.
- Assisting with dressing and undressing to promote each resident's/ client's individuality, dignity and right of choice.
- Assisting with personal hygiene as indicated, maintaining the code of cleanliness and sanitation as outlined by infection control procedures.
- Assist each resident/ client to meet dietary requirements by utilizing feeding devices, assisting with feeding, monitoring and encouraging food and fluid intake, and accounting for feeding problems and disorders due to complications from stroke, dysphagia or paralysis, or other swallowing or ingestion disorders.
- Guiding residents/ clients to participate in activities which are meaningful, purposeful, and therapeutic within their individual abilities and personal desires.
- Specimen collection as requested.
- Performing all resident/ client assistance functions for daily living in a neat and clean environment.
- Perform all assistance functions in a prompt efficient manner with minimal supervision, while adhering to standards as outlined in the position description, and while treating each resident with respect. Uses each interaction to enable the resident to utilize their maximum abilities, while making personal choices regarding their personal care.
- Wash, package and prepare instruments and utensils for shipping using appropriate containers and maintain a neat and organized department ensuring appropriate storage of sterile and clean supplies

DAILY ACTIVITIES FOR A HEALTH CARE AIDE – DIALYSIS:

- Ordering and retrieving of required supplies for the unit from central storage at the site.
- Ordering required supplies from Winnipeg Dialysis supplies and on unit.
- Decanting and appropriately placing items in storage area using an approved rotational method.
- Cleaning and packaging of instruments according to approved central sterilization methods.

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date