JOB DESCRIPTION
Home Health Aide

Position Description
The primary purpose of your job position is to provide your assigned patients with routine daily nursing care in accordance with our established nursing care procedures, and as may be directed by your supervisors.

Delegation of Authority
As a Home Health Aide you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions
Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Major Duties and Responsibilities

Administrative Functions
- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Use only authorized abbreviations established by this home health agency when recording information.
- Report all changes in the patient's condition to the Nurse as soon as possible.
- Report all accidents and incidents you observe or which are reported to you as soon as possible.

Personnel Functions
- Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisors.
- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Cooperate with inter-departmental personnel, as well as other home health agency personnel to ensure that nursing services can be adequately maintained to meet the needs of all patients.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment for the patient as well as your co-workers.
- Meet with licensed nursing and rehab personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or the improvement of services.
- Report all complaints and grievances made by the patient or family.
- Notify the agency when you will be late or absent from work.
Personal Nursing Care Functions

- Participate in and receive the Home Health Aide Care Plan from the Nurse upon the initiation of service.
- Follow established policies concerning exposure to blood/body fluids.
- Assist patients with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.).
- Assist patients with bath functions (i.e., bed bath, tub or shower bath, etc.) as directed.
- Give backrubs and special skin care as instructed.
- Assist patients with dressing/undressing as necessary.
- Assist patients with hair care functions (i.e., combing, brushing, shampooing, etc.).
- Assist patients with nail care (i.e., clipping, trimming, and cleaning the finger/toenails). (Note: Does not include diabetic clients or those with circulatory problems.)
- Shave male clients.
- Keep body hair on female client’s clean shaven (i.e., facial hair, under arms, on legs, etc.) as desired by the patient and instructed by the nurse.
- Keep patients dry (i.e., change gown, clothing, linen, etc., when it becomes wet or soiled).
- Change bed linens. Keep linens tight to avoid wrinkles from forming under the patient.
- Make beds (occupied and unoccupied).
- Position bedfast patients in correct and comfortable position.
- Assist patient with bowel and bladder functions (i.e., take to bathroom, offer bedpan/urinal, portable commode, etc.).
- Maintain intake and output records as instructed.
- Keep incontinent patients clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Prepare and give enemas. Report results as instructed.
- Collect specimens as instructed (i.e., urine, sputum, stools, etc.).
- Assist patients in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.).
- Assist patients in preparing for activity and social events (i.e., visitors, medical appointments etc.).
- Assist with lifting, turning, moving, positioning, and transporting patients into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
- Assist patients to walk with or without self-help devices as instructed.
- Perform restorative and rehabilitative procedures as instructed.
- Change dressings, bandages, binders, etc., as instructed.
- Provide eye and ear care (i.e., warm/cold compresses, eye/ear instillation, cleaning eyeglasses/hearing aids, etc.) as instructed.
- Assist with the application of non-sterile (moist and dry) warm/cold compresses.
- Weigh and measure patients as instructed.
- Measure and record temperatures, pulse, and respirations (TPRs), as instructed.
- Ensure that patients who are unable to call for help are checked frequently.
- Check with patient routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
• Assist with the care of the dying patient.

Special Nursing Care Functions
• Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).
• Provide indwelling catheter care.
• Provide perineal care.
• Assist with the application of slings, elastic bandages, binders, etc.
• Give tepid sponge baths.
• Provide Range of Motion Exercises. Record data as instructed.
• Turn bedfast patients at least every two (2) hours.
• Provide physical and respiratory therapy as instructed.
• Perform special treatments as instructed.
• Observe disoriented and comatose patients. Record and report data as instructed.

Food Service Functions
• Prepare patients for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, take to/from dining area etc.).
• Prepare and serve food trays as instructed. Assist with feeding as indicated (i.e., cutting foods, feeding, provide supervision, etc.).
• Assist patients with identifying food arrangements (i.e., informing patient with sight problem of foods that are on his/her tray, where it is located, if it is hot/cold, etc.).
• Record the patient’s food/fluid intake as instructed. Report changes in the patient’s eating habits.
• Serve between meal and bedtime snacks and supplements as instructed.
• Perform after meal care (i.e., remove trays, clean patient’s hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.) wash dishes and tidy dining area.

Staff Development
• Attend and participate in scheduled training and educational classes to maintain current certification as a Home Health Aide.
• Attend and participate in scheduled orientation programs and activities.
• Attend and participate in annual mandated OSHA and CDC in-service training programs for hazard communication, TB management, and blood borne pathogens standard.
• Attend and participate in advance directive in-service training programs as scheduled.

Safety and Sanitation
• Participate in an in-service training program prior to performing tasks that involve potential exposure to blood/body fluids.
• Wash hands before and after performing any service for the patient.
• Follow established safety precautions in the performance of all duties.
• Keep patient’s personal belongings off the floor and properly stored.
• Keep floors dry. Clean up spills immediately using proper precautions.
• Keep excess supplies and equipment off the floor. Store in designated areas.
• Wash wheelchairs, walkers, etc., as needed.
• Clean, disinfect, and return all patient care equipment to its designated storage area after each use.
• Perform routine housekeeping duties (i.e., clean bedrails, night stand, bathroom, patient care area etc. that relate to nursing care procedures).
• Before leaving patient’s home store all tools, equipment, and supplies.
• Report all hazardous conditions and equipment to the Nurse immediately.
• Report all safety violations.
• Do not smoke in the patient's home.
• Report any communicable or infectious disease to the Executive Director of Home Health.
• Follow established universal precautions and procedures.
• Follow established procedures in the use and disposal of personal protective equipment.
• Wear and/or use safety equipment and supplies (e.g., back braces, lifter, etc.) when lifting or moving patients.

Equipment and Supply Functions
• Use only the equipment you have been trained to use.
• Operate all equipment in a safe manner.
• Use only the equipment and supplies necessary to do the job. Do not be wasteful.
• Report defective equipment to the Nurse.
• Inform the Nurse of your equipment and supply needs.

Care Plan Functions
• Review care plans daily to determine if changes in the patient’s daily care routine have been made on the care plan.
• Inform the Nurse any changes in the patient's condition so that appropriate information can be entered on the client’s care plan.
• Ensure that your notes reflect that the care plan is being followed.

Patients' Rights
• Maintain the confidentiality of all patient care information.
• Ensure that you treat all patients fairly, and with kindness, dignity, and respect.
• Ensure that all nursing care is provided in privacy.
• Report all grievances and complaints made by the patient and/or family to the Executive Director.
• Report all allegations of patient abuse and/or misappropriation of patient property.
• Honor the patient's refusal of treatment request. Ensure that such requests are in accordance with the agency's policies governing advance directives.
Working Conditions
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with patients, families, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, personnel, and visitors.
- Communicates with nursing, rehab, social work personnel and other department personnel.
- Works beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs.
- Is subject to falls, burns from equipment, odors, etc., throughout the work day.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.

Education
- Must possess, as a minimum, an elementary education and demonstrate ability to read, write and follow verbal and written instructions.

Experience
- Must be a Certified Nursing Assistant in accordance with laws of this state.
- Must have a minimum of two years’ experience as a CNA in an acute care hospital or skilled nursing facility, or as a Home Health Aide in a Medicare certified home health agency.

Specific Requirements
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel, and the general public.
- Must possess the ability and willingness to work harmoniously with professional and non-professional personnel.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult patients.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a patient's condition.
- Must not pose a direct threat to the health and safety of other individuals in the workplace.

Physical and Sensory Requirements
- (With or Without the Aid of Mechanical Devices)
- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
• Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
• Must function independently and have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.
• Must be in good general health and demonstrate emotional stability.
• Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the work environment.
• Must be able to lift, push, pull, and move a minimum of 40 pounds.
• Must be able to assist in the evacuation of patients during emergency situations.

Acknowledgment
I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Home Health Aide and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses and that the home health agency will make available to me, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the home health agency or myself and that such termination can be made with or without notice.

AGREED TO: ________________________________
Employee
Date

ACCEPTED BY: ________________________________
Executive Director
Date