

## NURSING MANUAL

POLICY: NMJ004

DATE: 1999.09.01

REVIEWED: 2006.02.11, 2008.01.20, 2009.11.26, 2010.01.26

APPROVED: J. Gillies, DRC

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### JOB DESCRIPTION – HEALTH CARE AIDE / PERSONAL SUPPORT WORKER

DEPARTMENT: NURSING

REPORTS TO: Registered Nurse, Registered Practical Nurse, Nursing Coordinator or Director of Resident Care

POSITIONS SUPERVISED: none

SCHEDULED SHIFTS: 0600-1400, 0700-1500, 0700-1300, 1200-1800, 1500-2300, 1630-2030, 2300-0700 or as assigned

POSITION SUMMARY: Performs various aspects of resident care under direct supervision of a Registered Nurse or Registered Practical Nurse and in accordance with the policies and procedures of Strathmere Lodge.

MINIMUM QUALIFICATIONS:

Grade 10.

Health Care Aide or Personal Support Worker Certificate.

Ability to read and communicate in the English language.

Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis.

PRINCIPAL RESPONSIBILITIES:

1. Performs or assists resident to perform personal hygiene care such as bathing, grooming, hair and nails, toileting, oral hygiene, dressing and records on resident's flow charts.
2. In accordance with policies and procedures, performs duties such as feeding resident, performing minor non-prescription treatments ie: foot soaks, lifting and transferring resident, ambulating, positioning and removing resident from toilets, commodes, urinals and bedpans, stripping beds of soiled linen and making beds.
3. Collects and labels specimens for Lab such as urine, sputum, feces.
4. Accurately records TPR and promptly reports abnormal vitals to a Registered Nurse/RPN.
5. Observes and reports resident progress, daily activities, intake and output and other information pertinent to resident well-being and promptly reports abnormal conditions to a Registered Nurse/R.P.N.
6. Completes residents' RAI assessments as assigned.
7. Provides non-medical care to resident, ie: the aggressive or confused as per care directions.
8. Answers call bells promptly.
9. Orientates newly appointed Nursing Assistants//HCA's/PSW's.
10. Uses equipment such as Ninjo flushers, lifts, stretchers, wheel/geri chairs and beds safely as per policy and procedures of Strathmere Lodge.
11. Assists with preparation of deceased body and assembles belongings.
12. Cleans and stocks utility and Spa rooms. Clean and disinfect commodes, bedpans, urinals. Cleans wheelchairs, Geri-chairs, walkers as required.
13. Assists with taking residents to and from OT/PT activities, appointments within the building and recreational programs
14. Motivates residents and encourages them to maintain their highest level of ability.
15. Performs all other duties as assigned.

EVALUATION:

Job description to be reviewed annually by Administration.