



JOB TITLE:	Personal Care Attendant
DEPARTMENT:	Heritage
DATE ISSUED:	June 2006
DATE REVISED:	June 2012

JOB SUMMARY:

Assists residents with activities of daily living, providing nursing care, housekeeping services and other related services as is necessary to meet the personal needs and comfort of the residents and assist in maintenance of a safe, clean environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for personal hygiene care which may include; complete or partial bath, back care, oral hygiene, combing hair, shaving, toileting, dressing resident, changing bed linen and other personal care as is necessary.
- Demonstrates competencies in computer programs: Matrix, Achieve and EMR.
- Provide for assistance with medications including glucometer monitoring and sub q injections.
- Responds appropriately to emergency situations i.e.: ambulance response, 911, first aide, CPR.
- Participates in and directs both diversional and planned activities. Records activities in activity book.
- Supervise and encourage participation in social and recreational activities.
- Assists residents with handling and care of personal laundry.
- Performs routine treatment procedures including; application of appliances for heat/cold, routine skin care, hand held nebulizers, oxygen, pulse ox, and other treatments.
- Takes and/or records temperature, pulse, respiration, weight, and intake/output. Maintains records as needed.
- Assess and monitor physical, cognitive and social dimensions of the resident. Observes, monitors and reports any adverse symptoms, findings or changes in residents physical or cognitive behaviors to the Heritage LPN or to the resident's physician. Reports these and any social behavior changes to the administrator.
- Review and respond if necessary, to results of resident lab and other diagnostic tests.

- Record accurately, clearly and concisely all pertinent information on resident records. Interprets, documents, transcribes onto resident records, the physician's plan of care. Instructs and counsels residents on the same.
- Promptly responds to all call bells, and provides for resident care needs accordingly.
- Assist Administrator and LPN with Resident Assessment/Support Plan (RaSP) May participate in support plan team meetings on each resident upon admission, annually and if there is a significant change in condition.
- Responsible for reporting any changes observed in condition or behavior and any unusual incidents.
- Provides for resident privacy at all times, knocking before entering room, closing room doors, etc. before providing care.
- Serves residents meals waitress style. Assists with cleaning up the dining room after meals and resetting.
- Establishes and maintains interpersonal relationships with residents assuring confidentiality of resident information.
- Participates in and contributes to resident care needs.
- Attends in-service education programs as assigned/required. Will be responsible to attend at least 12 hours of annual training related to position.
- Responsible for receiving and replacing call-offs on off shifts.
- Assists in maintaining a safe and clean environment for residents and staff.
- Reports to appropriate personnel of equipment that needs service or repair.
- Responsible for cleaning any food spills, fluids anywhere noted.
- Responsible to clean and sanitize equipment, including wheelchairs, etc.
- May accompany residents to appointments outside the facility, may be required to drive Homes' vehicle.
- Assures compliance with all applicable regulations.
- Responsible for maintaining an adequate level of supplies and ordering as necessary.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for locking front door in facility on off shifts.
- May be required to work rotating shifts.
- All other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well-heated, air-conditioned, well lighted and well ventilated building. Prolonged standing and walking. Repeated bending, squatting, stooping. Exposure to all resident elements including infection, odors and to peculiarities in behavior and reactions of the elderly. Assists with emergencies.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Department of Public Welfare Personal Care Home regulations require that personal care attendants be 18 years of age or older, have a high school diploma, GED or active registry status on the PA nurse aide registry. Staff must successfully complete an approved course on medication administration. Staff must be free from all medical conditions, including drug or alcohol addiction, that would limit staff from providing necessary personal care services with reasonable skill and safety. Previous experience in hospital or nursing home preferred. Must possess a valid drivers license. Must successfully complete first aid and CPR certification or possess current certification. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist other with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must be able to perform the physical requirements of the position including lifting residents with help. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements

SUPERVISION GIVEN:

May help train and direct new personal care attendants.

SUPERVISION RECEIVED:

Under the direct supervision of the Heritage Administrator. May receive supervision from licensed or registered staff.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____

Date _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - Personal Care Attendant-LPN Assisted
Living

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds		x			
20 - 50 pounds		x			
50 - 100 pounds	x				
Over 100 pounds	x				

REACHING	x				
STANDING		x			
WALKING		x			
SITTING		x			
CLIMBING	x				
BENDING/STOOPING	x				

MOVING/PUSHING/ PULLING:					
0 - 20 pounds		x			
20 - 50 pounds		x			
50 - 100 pounds		x			
Over 100 pounds	x				

GRASPING/HOLDING WITH HANDS		x			
USING FEET FOR REPETITIVE MOVEMENT	x				
EXTREMES of HEAT	x				
EXTREMES of COLD	x				
DRIVING		x			

Task Evaluation and Classification Record

Dept. LPN/Personal Care Attendant	Date: Apr-06
All employees in this position have occupational exposure.	* AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely								Volume			Probability of Exposure			Route of Exposure			Protective Barriers To Use When Performing Procedures				
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Nonintact Skin	Membrane	Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask	Eye-wear
Personal Care of Resident/ ADL Post Mortem Care	X	X	X	X	X	X	X	X	X				X			X	X	X	X	As needed		
Bladder Care Procedures Bedpan				X	X			X	X				X			X	X	X	X			
Bowel Procedures, Bedpan					X			X	X				X			X	X	X	X			
Obtaining Specimens				X	X	X			X				X				X	X	X			
Temperature Monitoring					X	X		X	X			X						X	As needed			
Shaving Resident	X						X	X				X				X	X	As needed				
Handling of Linen	X	X	X	X	X				X				X			X	X	As needed	As needed			
First Aid/Emergency Care; Assist with Procedures	X			X	X	X	X	X	X				X			X	X	X	X	As needed		
Care of Equipment & Work Area	X			X	X	X			X			X				X	X	X				
Removal of Waste	X	X	X	X	X	X			X			X				X	X	X				
Potential for Needlestick	X	X	X	X	X	X			X			X				X	X	X				