

INSPIRING HEALTHCARE RESOURCES

Job Description CNA, Hospice Aide

Job Summary

The CNA, Hospice Aide (HA) provides personal care, home hygiene services and other supportive services to persons who are receiving Hospice care at home. All such services will be provided in accordance with a comprehensive patient care plan and under the supervision of a registered nurse.

Qualifications

- Current CNA license in Oregon and Washington (or the ability to get one or the other w/in 30 days) and CPR
- Meet Federal HA training and competency requirements (Section 4021(b) of Public Law 100-203)
- Two years' experience in Hospice, Med/Surg, or long-term-care facility preferred
- Must be able to speak and write the English language in an understandable manner
- Demonstrated computer competency; internet; e-mail; and navigation of computer desktop
- Must be able to work independently and have a flexible schedule

Essential Functions and Responsibilities

- Provide in-home personal care and supportive services to Hospice patients
- Communication skills, including the ability to read, write, and verbally report clinical information to patients, care givers, and other hospice staff
- Able to observe, report, and chart patient status and the care or service provided
- Able to read and record vitals (temperature, pulse, and respiration)
- Understanding and compliance with company infection control policy and procedures
- Reinforce patient and family education regarding infection control that's provided by the Case Manager (CM)
- Understand basic elements of body functioning and changes in body function that must be reported the CM
- Maintain a clean, safe, and healthy environment
- Able to recognize emergencies and the knowledge of emergency procedures and their application; compliance with company emergency policy and procedures
- Proven understanding of patients' rights
- Proven understanding of safe and appropriate techniques for performing personal hygiene and grooming (e.g. bed bath; sponge, tub, and shower bath; hair shampoo (sink, tub, and bed); nail and skin care; oral hygiene; toileting and elimination
- Demonstrated skill performing safe transfer techniques and ambulation
- Demonstrated skill performing normal range of motion and positioning
- Understanding of adequate nutrition and fluid intake
- Any other task that the company or CM may choose to have an aide perform; company will train HAs, as needed, for skills not covered in the basic checklist
- Maintain up-to-date patient records within 24-hrs through web-based; chart initial visits and each visit thereafter
- Attend a minimum of twelve (12) hours of continuing education programs
- Provide feedback to the CM regarding changes in patient's physical, social, or psychological condition
- Must be able to stoop and bend, lift and carry at least 25 pounds, and push a wheelchair
- Must show considerable initiative, judgment, and organizational skills to work independently in an unsupervised environment
- Assist other HA team members; which may include assuming primary responsibilities for their patients when absent
- Report to work as scheduled and consistently demonstrate dependability and punctuality
- Familiarity with the Hospice philosophy and regulations as appropriate to job responsibilities

Physical and Environmental Demands and/or Conditions

- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move over 50 pounds and up to 100 pounds when lifting residents with use of assistive devices
- Ability to sit, stand, walk, and/or run or walk rapidly
- Ability to turn, reposition, and assist patients to transfer and ambulate
- Push/pull with up to 50 pounds of force
- Occasional bending and twisting at waist
- Occasional reaching above or below shoulder height, e.g. charts or supplies on upper/lower shelves
- Perform repetitive tasks and/or motions with fingers, hands, wrists, elbows, shoulders, knees, ankles, and feet
- Distinguish colors and have clarity of vision with or without corrective lenses
- Able to hear alarms, telephone, and normal speaking voice
- Requires manual dexterity sufficient to provide hands-on care to patients under variable conditions and settings

Other Non-Physical Requirements

- Must be a licensed driver with an automobile that is insured in accordance with state and company requirements and in good working order
- Must furnish own cell phone; plan must include texting

Working Conditions

- Subject to hostile and emotionally upset residents/patients, family members, personnel, and visitors
- Works beyond normal working hours and on weekends and holidays when necessary
- Must attend and participate in in-house education programs
- Subject to falls, odors, etc. throughout the workday
- There may be a fluctuating work load with periods of stress and deadlines
- Frequent travel is required; up to several hours of driving per day
- Exposure to variable weather conditions is likely
- General office environment is favorable; lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. It is understood that all employees support the Inspiring Healthcare Resources philosophy of care and I agree to this. Inspiring Healthcare Resources reserves the right to amend and change responsibilities to meet business and organizational needs. My signature below indicates that I have read and received a copy of it.

Employee Signature: _____ Date: _____

Company Representative: _____ Date: _____