

JOB DESCRIPTIONS

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HOME HEALTH AIDE

The Home Health Aide provides personal care and related services in the home. He/she functions under the direction, instruction and supervision of the Staff Nurse and the Director of Nursing and/or appropriate supervisor.

Qualifications and Educational Requirements

- Completion of the 9th grade; prefer high school graduate
- Completion of a basic Aide training program consistent with state and federal requirements and for which a **valid certificate**.
- Satisfactory performance on a competency evaluation and annual reevaluation
- Has a reliable means of transportation
- Current Signed CPR Certification/First Aid

Required Work Experience

- Preferably one (1) year of employment as a Home Health Aide

Job Duties and Responsibilities

Tasks to be performed by an HHA must be assigned by and performed under the supervision of an RN or Therapist who will be responsible for the client care provided by the HHA. Under no circumstances may an HHA be assigned to receive or reduce any intravenous procedures, procedures involving the use of Levin tubes or Foley catheters, or any other sterile or invasive procedures, other than rectal temperatures or enemas. Except as otherwise noted, an HHA:

- Helps the client to maintain good personal hygiene
- Assists in maintaining a healthful, safe environment
- Plans and prepares nutritious meals. Markets when instructed to do so by the nurse.
- Assists the client with ambulation or exercise
- Assists in administering medications that are ordinarily self-administered as approved and supervised by the nurse.

- Assists with certain treatments as ordered by the physician and approved and supervised by the nurse
- Encourages the client to become as independent as possible according to the nursing care plan
- Attempts to promote client's mental alertness through involvement in activities of interest
- Gives simple emotional and psychological support to the client and other members of the household
- Establishes a relationship with client and family which transmits trust and confidentiality
- Prepares a report of his/her visit on the day it is performed and incorporates same in the clinical record weekly or as directed
- Reports any change in the client's mental or physical condition or in his/her home situation to his/her immediate supervisor, the Staff Nurse, or to the Aide supervisor
- Carries out his/her assignment as instructed by the nurse or the paramedical team and reports to the nurse when unable to do so
- Works with personnel of other community agencies involved in the client's care as directed by the Staff Nurse
- Performs routine housekeeping tasks as related to a safe and comfortable environment for the client, as instructed by the Professional Nurse
- Attends in-service as required by state and federal regulations
- Confirms on a weekly basis, the scheduling of visits with the Supervisor/Director, to coordinate necessary visits with other personnel
- Notifies the Agency of absences due to illness, emergency leave, normal vacation periods, or special professional meetings, which will affect agreed service with the Agency.
- Participates in multi-disciplinary meetings

Organizational Relationship

- Reports to _____

Special Requirements

- Must have a car with required insurance coverage and a state driver's license or reliable transportation.

- Able to withstand prolonged standing and walking with the ability to move or lift at least 50 pounds.

Job Knowledge

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position
- Able to travel to prospective clients' residences
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, client's family, and the personnel of the Agency
- Ability to read and write consistent with job requirements

Acknowledgement:

*I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Date

CERTIFIED NURSING ASSISTANT

Our Certified Nursing Assistant is responsible for assisting in the delivery of patient care through the nursing process of assessment planning, implementation and evaluation. Under supervision of Registered Nurses or Licensed Practical Nurses. Assists Nurses with patient care and patients with ADL's commensurate with his/her education and demonstrated competencies.

Qualifications and Educational Requirements

- High School Diploma or GED
- Valid and Current certification as a Nurse Aid in the State of Maryland
- Satisfactory performance on a competency evaluation and annual reevaluation
- Has a reliable means of transportation
- Basic health and tuberculosis screening
- Current Signed CPR Certification/First Aid

Required Work Experience

- Preferably one (1) year of employment as a Nurse Aide.

Job Duties and Responsibilities

Provides personal care and services such as:

- Assisting with activities of daily living (turning and positioning, toileting, bathing and grooming, feeding, and mobility) in the home.
- Obtains and records vital signs and weight as assigned.
- Accurately documents all care as required by company policy and in compliance with state and federal regulations.
- Provides other services such as, but not limited to, washing wheelchairs and cleaning patient areas in compliance with infection control procedures.
- Contributes to the patient assessment and care plan.
- Makes routine rounds on each assigned patient and patient in accordance with established procedures.
- Promptly communicates any significant changes in behavior or condition to supervisor.
- Completes required forms and documents in accordance with company policy and state and/or federal regulations.
- Performs other duties as assigned
- Participates in multi-disciplinary meetings and QA activities.

Organizational Relationship

- Reports to _____

Special Requirements

- Must have a car with required insurance coverage and a state driver's license or reliable transportation
- Able to withstand prolonged standing and walking with the ability to move or lift at least 50 pounds.

Job Knowledge

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position
- Able to travel to prospective clients' residences
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, client's family, and the personnel of the Agency

- Ability to read and write consistent with job requirements

Acknowledgement:

*I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Date

NURSE

Qualifications and Educational Requirements:

A.D.N. or B.S.N. from accredited College of Nursing, accompanied by valid nursing license in the State of Maryland.

Current Signed CPR Certification

Required Work Experience

Minimum of three years of experience preferred

At least one year of clinical experience which includes pediatric experience within the past three years as a nurse.

Basic health and tuberculosis screening

Job Duties and Responsibilities

You will work very closely with the entire team of healthcare professionals in the facility you are assigned to and must have a complete understanding of your limitations in turn seeking advice when necessary.

These are just some of the duties that you will be expected to do, but are not limited to the following:

- The assessment, planning, implementation, and evaluation of the patients' status, plan of care, and goal achievement.
- Perform all nursing duties in accordance with the state Nursing Act specific to the state you are working in, while adhering to all facility policies and procedures.
- Monitor patient progress and identifies any changes in status, acting on those changes to insure patient comfort and safety.
- Assist physicians and all healthcare professionals caring for patient, always giving a complete and thorough report on patient status at end of shift/assignment.

- Perform routine nursing care to assigned patients, while utilizing age specific and universal precaution practices at all times.
- Practice patient teaching/training for patients and families.
- Participation in QA activities and meetings
- Follow agency policy when disposing of biohazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to holistically care for the patient.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will frequently lift up to 100 or more pounds consistently causing a high volume of stooping, bending, lifting, pulling, and twisting.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the patient. $\frac{3}{4}$ Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the patient accurately.
- Comply with all facility policy and procedure, while upholding the high expectations of the agency
- Accountable and responsible for each specific patient assigned while under direct supervision of the Administrator
- Responsible for the supervision of home health aides and other home care staff.
- Is punctual and dependent for assigned/confirmed shifts.

Organizational Relationship

- Reports to _____

Special Requirements

The Registered Nurse understands that by accepting an assignment, the nurse is aware of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

Job Knowledge

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position

Acknowledgement:

*I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Date

LICENSED PRACTICAL / VOCATIONAL NURSE

The Licensed Practical/Vocational Nurse (LVN/LPN) provides nursing care and teaching to clients and families. He/She also functions as an Assistant to the physician and Registered Professional Nurse and is supervised by the RN.

Qualifications and Educational Requirements

- Graduate of an approved program of practical/vocational Nursing
- Valid Licence as a licensed graduate Practical Nurse in the state where practicing
- Current Signed CPR Certification
- Basic health and tuberculosis screening

Required Work Experience

- At least one year of clinical experience which includes pediatric experience within the past three years as a nurse.

Job Duties and Responsibilities

- Participates in the planning and coordination of total client care in conjunction with the RN, agency policies and the physician's Plan of Care

- Follows the nursing care plan for each assigned client
- Observes the client; evaluates the care of the client; applies his/her knowledge of nursing skills to the clients to whom he/she is assigned
- Accurately reports and records the client's condition and care, including signs and symptoms which may be indicative of change
- Prepares clinical/progress notes on the day of the visit and incorporates it in the clinical record weekly; prepares summaries in cooperation with the RN supervisor.
- Assists the client with the activities of daily living while teaching appropriate self-care techniques
- Provides and maintains a safe environment for the client
- Provides optimum physical and emotional environment
- Assists the physician and Registered Nurse in complex nursing situations and performing specialized procedures
- Prepares equipment and materials for treatments observing aseptic technique as required
- Participates in case conference, in-service, and other programs and meetings as needed
- Participation in QA activities and QA meetings
- Performs within limits of preparation and experience
- Confirm, on a weekly basis, the scheduling of visits with the nurse to coordinate necessary visits with other personnel
- Perform treatments as assigned per physician's plan of care. An LPN may perform only those treatments for which they are qualified by training and experience to perform. If an LPN provides IV therapy or other technical procedure not included in routine LPN training courses, they must first show documentation of competency/experience signed by an RN, physician, or specific training program director
- Other duties as assigned

Organizational Relationship

- Reports to the Clinical Supervisor

Special Requirements

- Must have a car with required insurance coverage and a state driver's license or reliable transportation
- Able to withstand prolonged standing and walking with the ability to move or lift at least 50 pounds.

Job Knowledge

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position
- Able to travel to prospective clients' residences

Acknowledgement:

*I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Date

Certified Medication Technician

Certified Medication Technician is responsible for all aspects of medication administration within the scope of his/her certification and under the supervision and direction of a Registered Nurse.

Qualifications and Educational Requirements

- CMT certification required
- Degrees, Licensure, and/or Certification
- CPR and First Aid Card
- Basic health and tuberculosis screening

Required Work Experience

- A minimum of 1-year experience preferred.

Job Duties and Responsibilities

- Safely prepares, administers, and charts oral, topical, and suppository drugs. The medication aide who prepares the medicine administers same.
- Checks and prepares each dose immediately preceding administration.
- Follows administration protocol:
- Checks medication with transcribed or original order.
- Checks all information on label or package for accuracy and clarity.
- Clearly identifies the resident with proper medication. * Considers the following when administering a medication.
- General use of the medication
- Therapeutic action
- Usual dosage
- Factors modifying dosage and effects
- Precautions and contraindications
- Antidote, if known
- Route and frequency of administration
- Signs of deterioration of the medication * Checks with the charge nurse if there are any questions regarding any medication.
- Records administration of the medication on resident's medication administration record. Discards medication refused or otherwise not given and records on medication administration record.
- Reports medication errors or reactions to medications immediately to the charge nurse, who, in turn, reports to the resident's attending physician and completes the necessary documentation.
- Performs accurate pulse and blood pressure and recognizes their significance in drug therapy.
- Signs and has access to the controlled schedule drug cabinet.
- Administers medication only upon a written physician's order.
- Participation in QA activities and meetings
- Follow agency policy when disposing of biohazardous materials, labeling and handling of all materials.
- Performs specific work duties and responsibilities as assigned by supervisor.

Organizational Relationship

- Reports to the Nurse

Special Requirements

- Must have a car with required insurance coverage and a state driver's license or reliable transportation.

- Able to withstand prolonged standing and walking with the ability to move or lift at least 50 pounds.

Job Knowledge

- Working knowledge of sanitation, personal hygiene and basic health and safety precautions applicable to work at the agency.
- Working knowledge of infection control procedures and safety precautions
- Ability to understand English and follow oral and written instructions
- Ability to document and communicate pertinent information
- Ability to establish and maintain effective working relationships with patients and agency staff

Acknowledgement:

*I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Date