



## EPHC Personal Care Assistant Job Description

### **Job Summary: Duties:**

“Personal care tasks” means assistance with bathing, toileting, grooming, shaving, dental care, dressing, and eating; and may include but are not limited to proper nutrition, home management, housekeeping tasks, ambulation and transfer, and medically related activities, including the taking of vital signs only in conjunction with the above tasks.

This agency provides personal care tasks, and such tasks, shall be performed by a qualified PCA under the direction of a supervisor as required, in accordance with the client’s service plan.

PCA Certification is also a component required if acting in the capacity of this job description. In addition to following the service plan, a PCA must report on the personal care needs of the client, on changes in the client’s condition, and on any observed problems that affect the client.

Personal Care Assistant Name: \_\_\_\_\_

### **Qualifications:**

Licensed and is also authorized to perform personal care tasks.

The PCA who delivers the services must have access to and be knowledgeable of the client’s service plan at the time services are provided. As personal care needs change or problems emerge, the PCA must document changes or need for changes.

There are other non-medical, non-hand on services that can and may be provided; this is not an inclusive list just sample of many services one may provide under this job description

Any PCA hired after the effective date of these rules shall have the following training and/or experience:

Successful completion of a nurse aide training and competency evaluation program pursuant to requirements of 42 CFR Part 483, Subpart D, as revised or recodifies, if applicable; **OR**

successful completion of a competency examination for nurse aides recognized by the department; **OR**

successful completion of a health care or personal care credentialing program recognized and approved by the department. **OR**

successful completion or progress in the completion of a 40-hour training program provided by private home care provider, which addresses at least the following areas:

- Ambulation and transfer of clients, including positioning.
- Assistance with bathing, toileting, grooming, shaving, dental care, dressing, and eating.
- Basic first aid and CPR.
- Caring for clients with special conditions and needs so long as the services are within the scope of the tasks authorized to be performed by demonstration.



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### **Home management:**

- Home safety and sanitation.
- Infection control in the home.
- Medically related activities to include the taking of vital signs.
- Proper nutrition.

A training program described in rule .09(5)(c)1. (iv) must be conducted under the direction of a licensed registered professional nurse, or a health care professional with commensurate education and experience.

Twenty hours of the program must be completed by the employee prior to serving clients and the additional twenty hours must be completed within six months of the date the training initially began. No PCA shall be assigned to perform a task for which training has not been completed and competency has not been determined.

No PCA shall be assigned to care for a client with special conditions unless the PCA has received training and has demonstrated competency in performing such services related to such special conditions.

### **Essential Functions:**

This may be documented on the task sheet and task to perform may be as follows and may provide the following services:

- Assist client to bed, chair, and/or wheelchair
- Assist with walking
- Promote physical movement
- Help with easy exercise if prescribed by nurse or therapist
- Feed Client
- Observe any changes in client's condition
- Observing and reporting changes in client's condition to RN supervisor
- Assisting with self-administration of Medication
- Providing watchful supervision and oversight during absence of the caregiver(s).

\*\*Blood pressure and vital checks can be done, only if the staff has documentation of training

- Tub Bathing, washing hair and body, apply lotion to the back and body, take vitals.
- Observation of skin changes & skin care.
- Supervising and reporting changes in client's condition.
- Vital signs, cut toenails (non-diabetic), tub bathing, bed bathing.



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Applying lotion to back, applying lotion to feet, grooming, assisting with getting dressed, shampooing hair, oral hygiene, and general skin care.

Assist with dressing or grooming, assists with mobility and ambulation.

Feed patient and/or provide fluids.

Assist with toileting activities.

Assist with use of a bedpan.

Changing diapers, and other hygiene tasks.

I \_\_\_\_\_ accept, acknowledge and comprehend all responsibilities assigned by this agency.

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_