

# Hospice

of Southern Maine

## Position Description

<b>Title:</b>	Hospice Aide (HA)	<b>Reports to:</b>	Assistant Clinical Manager
<b>Primary Location:</b>	Home Program	<b>FLSA Class:</b>	Non-Exempt
<b>Supervises:</b>	None	<b>Effective Date:</b>	07/17/2017

### Position Summary:

The Hospice Aide (HA) is a paraprofessional responsible to provide direct care to patients in their place of residence to improve quality of life and promote comfort. The HA performs tasks required to help maintain and restore the physical, social, and emotional health of patients, under the direct supervision of a registered nurse.

### Qualifications:

1. Education: Minimum of a high school diploma or equivalency.
2. Experience: Minimum of one year of CNA/HHA/HA experience preferred; hospice/oncology experience preferred.
3. License/Certification: Registered with the Maine State CNA Registry; HHA certification required to perform duties; valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order. BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

### Essential Duties & Responsibilities:

1. Works within the scope of practice for HA under the supervision of the registered nurse.
2. Follows the HA Plan of Care to deliver quality patient care, including:
  - a. Bathing - Shower, tub bath, sponge bath, shampoo, foot soak, sitz bath, pericare.
  - b. Dressing/Grooming - Hair care- combing/brushing hair, shaving of face, legs, or armpits. Nail care - cleaning and filing only. Apply teds, ace bandages, stockings.
  - c. Skin care - Routine skin care, special skin care using non-prescription products, apply heel protectors, reinforce dressings.
  - d. Assist with elimination needs - Toilet, commode, urinal, bedpan, record I & O, catheter care, ostomy care, collect non-sterile specimens.
  - e. Assist with nutritional needs - Meal preparation. Menu planning. Feed patient.
  - f. Assist with mobility - Transfers, transfer board, mechanical lift, positioning, ambulation, exercises as instructed by PT or RN. Apply splints, Brace and immobilizers or sling.
  - g. Vital signs - TPR, BP, Weight
  - h. Observations - Changes in patient conditions, document and report when indicated. Recognize emergencies and respond appropriately.
  - i. Homemaking - Maintain a clean safe environment, linen changes, dry mop, sweep, vacuum, wash dishes and laundry, clean bathroom, remove trash
  - j. Homemaking - Maintain a clean safe environment with light homemaking, linen changes, dry mop, sweep, vacuum, wash dishes and laundry, clean bathroom.
3. Makes and adjusts patient schedules to meet patient and agency needs.
4. Promotes teamwork by participating actively and appropriately as a member of the interdisciplinary team.
5. Documentation is complete, legible, and clearly reflects care given and is completed and submitted in compliance with timeliness guidelines.
6. Functions in a financially responsible manner by meeting agency guidelines for productivity.
7. Participates in weekend/holiday rotation as required.
8. During interactions, gives time to both psychosocial and physical care within HHA practice.

9. Sits with patients as assigned for companionship and /or safety of the patient.
10. Utilizes basic computer skills to document in an electronic medical record.

**Other Job Functions:**

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Works with diverse social and economic situations without imposing own values on patient and family. Maintains appropriate boundaries.
2. Recognizes and addresses patient/family concerns related to the patient's health and functional problems. Involves nurse or supervisor as needed.
3. Carries out duties and responsibilities of position in a manner that exemplifies excellent customer service.
4. Represents HSM to the community in a positive manner.
5. Utilizes appropriate channels of communication and follows chain of command.
6. Demonstrates effective listening skills when communicating with others.
7. Promotes own growth and development by utilizing appropriate resources to maintain knowledge and skills for hospice care.
8. Meets standards for continuing education.
9. Shares expertise with others through inservice presentation and collaboration.
10. Demonstrates caring and sensitive attitude toward customers and coworkers.
11. Demonstrates reliability, dependability and flexibility in providing services.
12. Participates in interdisciplinary (IDT) meetings, case conferences, staff meetings, and quality program activities as requested.
13. Assists in orientation of newly hired staff as needed.
14. Demonstrates ability to efficiently and effectively use time.
15. Organizes and establishes priorities and completes assignments as assigned.
16. Utilizes proper body mechanics and safe working techniques.
17. Provides for a safe environment for patients and employees. Reports unsafe environments/practices to supervisor in a timely manner.
18. Demonstrates knowledge and support of agency's safety and OSHA policies.
19. Demonstrates use of safety judgment on a case-by-case basis.
20. Reports patient and employee incidents according to agency protocols.
21. Demonstrates flexibility, versatility, and a positive attitude in integrating additional duties, such as filing, phone coverage, special projects.
22. Portrays a positive attitude towards the Agency by supporting its mission, vision, values, policies and procedures.
23. Attends mandatory meetings and inservices, unless excused in advance by supervisor.
24. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
25. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
26. Adheres to Agency, State, and Federal policies and procedures, laws, and regulations which are relevant to job responsibilities.

**Required Skills, Abilities & Knowledge:**

1. Ability to work independently, while collaborating with other team members.
2. Ability to work with the changing needs of patients with medical/surgical and psychiatric illness of an acute or chronic nature.
3. Ability to evaluate a situation quickly and respond appropriately.
4. Ability to adapt to changing patient or agency priorities.
5. Good organizational skills.
6. Ability to prioritize.
7. Ability to deal effectively with stress.
8. Ability to utilize an electronic medical record.

**Physical Requirements:**

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease			X
Exposure to hazardous materials	X		
Repetitive motion	X		

**Visual Requirements:**

1. The worker works with office and/or medical equipment within arms reach.
2. Must be able to see to drive, complete appropriate documentation and assess patient condition and function.

**Mental Requirements:**

1. Requires the ability to plan and perform diversified duties requiring general knowledge of a particular field and the use of a confined range of procedures. Requires some degree of judgment to work independently toward defined results, devising methods, modifying or adapting standard procedures to meet different conditions within the limits of accepted practice.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_**