



## MacLeod Group Health Services Ltd JOB DESCRIPTION

<b>Classification :</b>	Personal Care Worker/Continuing Care Assistant
<b>Department :</b>	Nursing
<b>Position:</b>	Personal Care Worker/Continuing Care Assistant
<b>Date Reviewed :</b>	February 13 2020

### **SECTION B: Reporting Structure**

Refer to the RN /LPN on duty regarding pertinent resident information  
 Performance management is co coordinated by RN/Director of Facility and Resident Care  
 Your Supervisor's Title: RN/LPN and DFRC  
 His/her Supervisor's Title: General Manager of Resident Care  
 Other positions that report to your immediate supervisor:  
     Registered Nurse  
     Licensed Practical Nurse

### **SECTION C: Program/Functional Area**

Services provided to residents of long term care include involvement in a multi-disciplinary approach to care. Resident needs vary as a result of their diagnosis and general status. Each unit is unique to the changing population it serves and care is coordinated through team care plan development.

### **SECTION D: Position Summary**

PCW/CCA are a part of the health care team that provide residents with assistance with activities of daily living. Residents in long term care facilities have self care deficits that require this support. CCA and PCW will work to their identified scope of practice

### **SECTION E: Major Responsibilities**

All duties performed will follow optimal safety standards to ensure the comfort and safety of residents and safety of staff and visitors  
 Develop, implement and utilize the care plan process and document to set priorities and plan daily care and duties  
 Update pertinent personal care information on documentation records and update RN/LPN at end of shift

### **SECTION F: Major Responsibilities Continued**

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Observe and report any change in the condition of the resident to the RN/LPN or Director of Nursing. This may include but not be limited to changes such as: skin changes, mood changes, appetite changes, bowel routine changes etc.

Participate in the overall management of resident care and the environment which may include but not be limited to: OH&S Committee, Infection Control Committee, Interdisciplinary Care Committee, etc.

Promotes resident's optimal functioning by encouraging residents to make choices and remain as independent as possible

Demonstrate competency in safe work procedures and general safety program which include but are not limited to: safe transfer techniques, proper use of personal protective equipment, fire safety procedures, WHMIS, evacuation procedures, etc

### **SECTION G: Minimal Formal Education**

PCW/CCA Certificate or equivalent

Possess a sincere desire to work with the elderly and others with a limited capacity for self-care

Possesses the ability to work with and provide care to individuals with a wide range of personality traits and maturity levels

Possesses the ability to be a good team worker and encourage the development of good interpersonal relationships

Ability to attend work on a regular and consistent basis

WHMIS Training

Alzheimer's Course an asset

### **SECTION H: Special Knowledge and Skills**

The PCW/CCA is required to provide direct care to a population of residents with a variety of medical conditions .The PCW/CCA is expected to have a general understanding of what this population requires as a result of an overall need for physical, emotional, social and spiritual support.

### **SECTION I: Judgement and Initiative**

The PCW/CCA is expected to create a calm and collaborative working relationship with residents, families and co workers. Good judgement is required to recognize changes in the resident's status and report same to RN. As part of the Nursing Care Team, the PCW/CCA is expected to be enthusiastic and take initiative to provide meaningful activity in the course of the workday. Active participation in the care plan process is essential.

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### SECTION J: Type and Level of Supervision Exercised

The PCW/CCA is directly supervised by having access to the RN/LPN/DFRC at all times. PCW's/CCA's are expected to know their daily assignments and have the ability to organize care based on resident needs and priority of what is required by each resident throughout the shift. PCW's/CCA's are required to have good decision making skills in order to respond to changing priorities on an ongoing basis.

### SECTION K: Working Environment/Unavoidable Hazards

Each *workplace environment* has unique characteristics that are important for employees to be aware of and understand. When residents transfer to Long Term Care the family unit can experience mixed emotions with this transition. It is important for the PCW/CCA to recognize how this impacts the family unit and may require the PCW/CCA to consult with the multi disciplinary team to coordinate support.

Each workplace has inherent risks associated with the work being performed or *unavoidable hazards*. Residents with Dementia Type illness can present with unpredictable and challenging behaviours. This requires the PCW/CCA to exercise good judgement on whether or not to proceed with care and whether consultation with the RN is required. This will ensure that care plans are developed to mitigate this risk as much as possible.

### SECTION L: Examples of Routines

#### TO RESIDENT:

**Demonstrates the ability to perform clinical duties in accordance with his/her scope of practice, scope of employment and educational preparation and within the established policy and procedures.**

A. Performs or assists resident in performing activities of daily living to maintain good personal hygiene

1. Bathes or assists residents as assigned and in accordance with policy and procedure
2. Shampoos resident's hair as assigned and in accordance with policy and procedure
3. Ensures resident fingernails and toenails are clean and well groomed.
4. Shaves male residents daily or as instructed
5. Removes, as instructed, excess body and facial hair on female residents

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B. Assists with or provides oral care as needed. Keeps incontinent residents clean and dry at all times to prevent skin breakdown, follows manufactures guide lines for effective and efficient use of incontinent products

1. Assists residents to and from bathroom
2. Offers bedpans/urinals/bedside commode as needed
3. Assists in maintaining proper and adequate nutritional status:
4. Assists in preparing resident for meals, includes transport to and from dining room. Ensures residents are positioned correctly to enable chewing and swallowing
5. Assists in supervision of residents in the dining room includes feeding, cutting meat, arranging food, etc. Ensures dining rooms are not left unattended. Observes resident's food intake is adequate, if not reports to the supervisor.
6. Ensures that resident's food is accessible
7. Assists with any self-help devices as needed
8. Records resident's food intake, if directed to do so

C. Performs after-meal care as needed, hands and face are clean.

1. Ensures residents adequately hydrated by providing water and other liquids throughout the day.
2. Serves extra nourishments as directed.

D. Performs or assists with procedures as directed by charge nurse in accordance with established policies and procedures. Performs restorative and rehabilitative procedures as directed.

1. Ambulates residents with or without self-help devices, uses transfer belt when indicated.
2. Ensures residents are toileted on a regular basis.
3. Encourages self care in as much as the resident is able to accomplish; e.g., feeding self, washing face and hands, dressing self, etc.

E. Provides social support to enhance the residents' quality of life.

1. Checks the activity schedule on a daily basis.
2. Residents are assisted when required to participate in the activity program. Transports residents to and from activities.
3. Supervision is provided for various activities to ensure safety and assist with the residents needs. (I.e. a caregiver attends Mass and other entertainment when a large number or residents are together.)

### **1. Ensures the comfort and safety of residents:**

1. Verifies the identity of the resident prior to administering any assigned treatment serving food, etc.
2. Observes for and reports to charge nurse present of any pressure areas to prevent Pressure Ulcers. Ensures residents who require turning Q2H are maintained on a regular turning schedule – documents same.

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3. Places resident in correct and comfortable position, follows guidelines established by occupational therapist and therapeutic assistant.
4. Ensures that nurse call system is always within reach of resident.
5. Answers resident's calls promptly.
6. Reports residents at risk who leave premises immediately to charge nurse and attempts to return them to the home.
7. Keeps floors dry and free of unnecessary equipment to prevent accidents.
8. Ensures that established smoking regulations are followed by all parties concerned and reports violations to charge nurse immediately.
9. Keep a timely and accurate record on the Residents at Risk form.
10. Reports any RESIDENT ABUSE immediately to charge nurse, director of care, or Administrator. Aware of PPICA and reporting requirements
11. Adheres to infection control policies and procedures.
12. Reports any accident/incident or unusual occurrence to charge nurse, fills out appropriate forms and documents of the residents chart.

### **2. Preservation of Dignity Individuality and Independence:**

1. Dresses resident or assists resident in dressing self in resident's personal clothing maintains privacy.
2. Assists resident in maintaining a neat personal appearance.
  - a. clothes neat and clean (in good repair)
  - b. undergarments on
  - c. socks/shoes/slippers on
  - d. hair combed
  - e. teeth/mouth care – dentures in
  - f. hearing aids/prosthesis in use
  - g. eye glasses on
3. Ensures that residents are always afforded the following rights;
  - a. right to fair and equitable treatment
  - b. confidentiality
  - c. self-determination
  - d. individuality
  - e. privacy
  - f. property
  - g. civil rights, to include the right to voice a complaint
4. Reports any violation of resident's rights to the charge nurse, DFRC, or Administrator immediately

### **TO PHYSICIAN:**

Maintains appropriate rapport with each physician.

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### **TO SUPERVISOR/FACILITY:**

Assists in maintenance of standards for resident care:

1. Accurately documents care provided, observations and other pertinent information, with in his/her scope of care and in accordance with established policies and procedures.
2. In cases of death, assists nurse with post-mortem care as outlined by current policy and procedure.
3. Minimizes liability concerns by complying with all government and facility regulations.
4. Performs all duties and assignments in accordance with established company polices and procedures.
5. Actively participates in orientation programs and in-service education and on the job training.
6. Complies with all safety rules and regulations.
7. Accepts additional assignments within scope of training, education or experience.
8. Reads and signs communication book on daily basis in order to be award of changes that may affect the resident etc. and safety concerns
9. Treats supervisor with respect.

### **TO CO-WORKERS:**

1. Maintains a co-operative attitude by reporting on and off duty at assigned times and attending work on a regular and consistent basis.
2. Reviews and accepts assignments.
3. Is a good team member, establishes and maintains good working relationship with all members of care team.
4. Creates and maintains an atmosphere of warmth, personal interest and maintains a positive attitude. Treats others with respect.
5. Assists in maintaining effective employee health and safety programs by adhering to infection control policies and procedures and safety regulations.
6. Follows policy and procedures during fire/disaster drills and emergencies.
7. Demonstrates knowledge and uses good body mechanics when providing care.
8. Serves as a role model in the work setting by demonstrating competent and mature coping mechanisms.
9. Presents a neat, clean, well groomed appearance at all times.
10. Flexible and progressive in attitude, able to make changes when required.
11. Education – attending workshops/in services/reading.