



Job Description

IDENTIFICATION

<i>Position Number</i>		<i>Position Title</i>	
U4003		Health Care Aide	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>	
Acute & Ambulatory Care Services	Manager, Acute & Ambulatory Care Services	Hay River Regional Health Centre	

PURPOSE OF THE POSITION

The Health Care Aide (HCA) is an unregulated member of the client care team, who provide personalized care for clients by assisting with activities of daily living (ADL) ensuring safety and comfort, maintaining hygiene and by treating all clients with respect and compassion. The incumbent acts as a client advocate and facilitates communication between the client, family and other health care professionals to meet their physical, psychosocial, spiritual, cultural and educational needs. The HCA maintains core competencies and setting specific competencies as appropriate.

The HCAs are accountable for the activities or tasks assigned to them, and providing care within the boundaries of their knowledge and competency for specific clients in particular settings. They are responsible for appropriately reporting signs, symptoms, or changes circumstances, defined in the Care Plan, to the supervising regulated health professional in a timely manner. The type of supervision required is determined by the complexity of the task or procedure assigned, predictability of the client, competency of the HCA, and requirements for supervision imposed upon by the Regulated Health Care Professional by their professional regulation and regulatory body.

HCAs knowledge and skills are acquired through education based on the curriculum for HCAs and education based on the Alberta Health & Wellness (AHW) Health Care Aides Competency Profile.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

This position provides services to the Acute & Ambulatory Care Department which 14 bed Community Support Unit. Under the direction of the Manager of Acute & Ambulatory Care Services and/or Registered Nurse, the incumbent provides basic care to the clients in the Acute and Ambulatory Care programs. The delivery of services has a direct impact on the quality of life and satisfaction for the clients and their families.

RESPONSIBILITIES

- 1. Under the direction of the Manager of Acute & Ambulatory Care Services and/or Registered Nurse (RN), the HCA provides basic care to clients and their families in accordance with HRHSSA policies and procedures, to aid in the clients' care and recovery, to achieve their maximum independence, and utmost quality of life.**

Main Activities:

- Is aware of the Care Plan developed by the interdisciplinary team members, as communicated verbally and through written documentation.
- Assists the RN in the admission and discharge of clients.
- Assist clients in activities of daily living, personal hygiene, and toileting regimes.
- Assist clients with physical and occupational activities that include range-of-motion exercises, bed transfers, lifting, walking, as directed by the Rehabilitation Team.
- Maintain a safe, clean and orderly environment for clients.
- Assure adequate supplies are assembled in designated areas.
- Engage the client in recreational activities as appropriate.
- Respect the client's individuality as a person and with cultural differences.

- 2. Under the direction of the Manager of Acute & Ambulatory Care Services and/or Registered Nurse, the HCA will provide nursing care to clients to enhance the recovery period and to support the end-of-life in accordance with HRHSSA policies and procedures.**

Main Activities:

- Support clients to maintain independence and to meet their care needs according to individual care plans.
- Observes and appropriately communicates clients' responses to care to the Registered Nurse, including signs, symptoms, and changed circumstances that fall outside the parameters defined in the Care Plan.
- Measure vital signs, pain, height and weight.
- Medication delivery in accordance to their legal role and responsibilities.
- Apply routine splints and orthotic devices.
- Support care activities such as ostomy care, respiratory and catheter care, specimen collection, wound care and suctioning.
- Collect and label specimens.
- Responds appropriately to clients' behaviours, within the limits of their knowledge and ability.
- Recognizes challenges related to vision, hearing, speech, and language, cognition and adapts care to minimize these challenges while promoting patients health and independence.
- Uses equipment and supplies according to established standards, procedures and policies.

3. The HCA maintains client records in accordance with the policies and procedures to ensure that the clients' current health status is communicated to the health care team.

Main Activities:

- Share information in a safe, ethical, and respectful manner based on the needs of the client.
- Supports the development of individualized Care Plans and implements the Care Plan within the limits of their knowledge, experience and capability.
- Assists in the coordination of clients' documentation.
- Appropriately documents observations and the care provided on the health care record in a timely manner.
- Participates in team conferences.
- Report any problems, hazards, and security issues appropriately.

4. The HCA performs other general duties to ensure efficient and effective operation of activities in the Acute & Ambulatory Care Service areas.

Main Activities:

- Participates in staff development and department / organizational committees.
- Other related duties as assigned.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;

- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

Well organized

Flexible and resourceful

Able to multitask

Mature and dependable

Good physical and mental health

Effective time management skills

Demonstrate to be understanding, patient, gentle and non-judgmental

Able to work independently and as a team member

Good to excellent communication skills both written and verbal

Ability to understand and relate to clients in a caring and respectful manner

Ability to communicate effectively to people in a cross-cultural setting

Able to use tact and judgment in dealing with difficult situations

Initiative to seek advice and guidance by supervisor and more skilled staff

This level of knowledge is normally acquired through successful completion of Grade 12/ GED and a minimum 20-week certificate program as a Health Care Aide, by a recognized college and/or vocational school in Canada. Previous experience as a Health Care Aide is desirable but not mandatory. Current WHMIS and CPR certification is required. First Aid Certificate is desirable.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

WORKING CONDITIONS

Physical Demands

The HCA is required to bend, lift, pull, push and stand for long periods. Transferring clients in and out of beds to wheelchairs, tubs, etc. and standing for long periods feeding or delivering client care. All of these activities are done in moderate intensity for the length of his/her shifts. These activities can lead to back, neck and extremity strain and injury.

The HCA is required to work in limited and restrictive space like the client's washroom. This awkward bending or twisting promotes poor body mechanics and can lead to injury.

Environmental Conditions

Exposure to human waste. The HCA is at risk for injury while transporting clients (confused, or cognitively impaired) and can be exposed to volatile situations as a front-line worker.

Sensory Demands

All senses must be acutely aware in observing clients and their environment.

Mental Demands

The environment is dynamic and constantly changing. Therefore, the incumbent has no control over their work pace.

A constant disruption of work schedules, create mental and/or emotional fatigue.

The incumbent could be subjected to physical and/or verbal abuse.

Being exposed daily to emotionally disturbing experiences and at times a turnover of staff can lead to mental and/or emotional fatigue and stress.

Being exposed to death/dying and other unpredictable situations.

Family members can be demanding and lack understanding of the limits to care in a facility, causing stress for incumbents - occasionally - some control.

CERTIFICATION

Position Number:

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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<p>_____ Director/Chief Executive Officer Signature</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	<p>_____ Date</p>
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The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

February, 2014 – New

September 2016 – Updated Scope & Logo