

AlphaCare Home Health Corp.

Position: Certified Nurse Aide/ Home Health Aide

Reports to: Director of Nursing/ Case Manager/ RN

Revised: 08/08/2020

Job Summary: Provide supportive and personal services for the patients with consideration of dignity and privacy. Provide personal care and hygiene to home health patients.

Qualifications/Educational Requirements:

1. Graduate of an accredited High School or equivalent preferred.
 2. Ability read, write and follow directions.
 3. Must be a certified nursing assistant with proof of certification.
 4. Demonstrate compassion, responsibility, and cheerful attitude.
 5. A qualified home health aide is a person who has successfully completed:
 - 1) A training and competency evaluation program as specified in this job description; or
 - 2) A nurse aide training and competency evaluation program approved by the state as meeting the requirements of § 483.151 through § 483.154 of this chapter, and is currently listed in good standing on the state nurse aide registry; or
 - 3) The requirements of a state licensure program that meets the provisions of the training and competency requirements.
- A. **Training Requirement:** Content and duration of home health aide classroom and supervised practical training.
- (1) Home health aide training must include classroom and supervised practical training in a practicum laboratory or other setting in which the trainee demonstrates knowledge while providing services to an individual under the direct supervision of a registered nurse, or a licensed practical nurse who is under the supervision of a registered nurse. Classroom and supervised practical training must total at least 75 hours.
 - (2) A minimum of 16 hours of classroom training must precede a minimum of 16 hours of supervised practical training as part of the 75 hours.
 - (3) A home health aide training program must address each of the following subject areas:
 - a. Communication skills, including the ability to read, write, and verbally report clinical information to patients, representatives, and caregivers, as well as to other HHA staff.
 - b. Observation, reporting, and documentation of patient status and the care or service furnished.
 - c. Reading and recording temperature, pulse, and respiration.
 - d. Basic infection prevention and control procedures.
 - e. Basic elements of body functioning and changes in body function that must be reported to an aide's supervisor.
 - f. Maintenance of a clean, safe, and healthy environment.
 - g. Recognizing emergencies and the knowledge of instituting emergency procedures and their application.
 - h. The physical, emotional, and developmental needs of and ways to work with the populations served by the HHA, including the need for respect for the patient, his or her privacy, and his or her property.
 - i. Appropriate and safe techniques in performing personal hygiene and grooming tasks that include—
 - i. Bed bath;
 - ii. Sponge, tub, and shower bath;
 - iii. Hair shampooing in sink, tub, and bed;
 - iv. Nail and skin care;
 - v. Oral hygiene;

- vi. Toileting and elimination;
 - j. Safe transfer techniques and ambulation;
 - k. Normal range of motion and positioning;
 - l. Adequate nutrition and fluid intake;
 - m. Recognizing and reporting changes in skin condition; and
 - n. Any other task that the HHA may choose to have an aide perform as permitted under state law.
 - o. The HHA is responsible for training home health aides, as needed, for skills not covered in the basic checklist, as described in paragraph (b)(3)(ix) of this section.
- (4) The HHA must maintain documentation that demonstrates that the requirements of this standard have been met.

B. Competency Requirement. An individual may furnish home health services on behalf of an HHA only after that individual has successfully completed a competency evaluation program as described in this section.

- (1) The competency evaluation must address each of the subjects listed in paragraph (A)(3) of above. Subject areas specified under paragraphs (A)(3)(a), (c), (d), (e), and (f) of the above must be evaluated by observing an aide's performance of the task with a patient. The remaining subject areas may be evaluated through written examination, oral examination, or after observation of a home health aide with a patient.
- (2) A home health aide competency evaluation program may be offered by any organization, except as specified in paragraph (f) of this section.
- (3) The competency evaluation must be performed by a registered nurse in consultation with other skilled professionals, as appropriate.
- (4) A home health aide is not considered competent in any task for which he or she is evaluated as unsatisfactory. An aide must not perform that task without direct supervision by a registered nurse until after he or she has received training in the task for which he or she was evaluated as "unsatisfactory," and has successfully completed a subsequent evaluation. A home health aide is not considered to have successfully passed a competency evaluation if the aide has an "unsatisfactory" rating in more than one of the required areas.
- (5) The HHA must maintain documentation which demonstrates that the requirements of this standard have been met.

C. A home health aide or nurse aide is not considered to have completed a program, as specified in paragraph (a)(1) of this section, if, since the individual's most recent completion of the program(s), there has been a continuous period of 24 consecutive months during which none of the services furnished by the individual as described in § 409.40 of this chapter were for compensation. If there has been a 24-month lapse in furnishing services for compensation, the individual must complete another program, as specified in paragraph (a)(1) of this section, before providing services.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Provide only those services written in the plan of care and received as written instructions from the registered nurse supervisor as permitted under State law. May provide assistance with the following ADL's during each visit: mobility, transferring, walking, grooming, bathing, dressing or undressing, eating, or toileting. Some examples of assistance include:
 - 1) helping the patient with a bath, care of the mouth, skin and hair;
 - 2) helping the patient to the bathroom or in using a bedpan or urinal;
 - 3) helping the patient to dress and/or undress;
 - 4) helping the patient in and out of bed, assisting with ambulation;
 - 5) helping the patient with prescribed exercises which the patient and the health aide have been taught by appropriate personnel; and
 - 6) performing such incidental household services essential to the patient's health care at home that are necessary to prevent or postpone institutionalization;
2. May perform care assigned by a registered nurse if the delegation is in compliance with current standards of nursing practice. *
3. Shall complete a clinical note for each visit, which must be incorporated into record at least on a weekly basis. *
4. Follow the instructions of the professional nurse/therapist in providing care.*
5. Perform and record accurate measurements (i.e. vital signs, or intake/output as instructed in the care plans). *
6. Observe and report any safety hazards found in the client's home or any significant observations regarding the client. *
7. Attend staff meetings, attend/complete 12 hours of annual in-services, and participates in orientation of new employees. *
8. Report patient complaints to the RN. *
9. Maintain patient confidentiality/adheres to HIPAA requirements and agency policy and procedures manual. *
10. Possess the ability to follow written and oral instructions. *
11. Report abnormal findings in patient's conditions as observed and per care plan to RN. *
12. Perform other related and assigned duties.