



POSITION DESCRIPTION

POSITION TITLE: Health Care Aide (Certified) **DEPARTMENT:** Acute Care/Personal Care
Home/Transitional Care/
Community Care

CLASSIFICATION: Health Care Aide **APPROVED BY:** Regional Lead – Acute
Care & Chief Nursing
Officer

UNION: CUPE Community Support **DATE APPROVED:** October 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Site Lead and/or Manager, Health Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

Under the leadership and direction of the Registered Nurse, Licensed Practical Nurse or Registered Psychiatric Nurse as team leaders, the Health Care Aide (HCA) provides support and assistance to residents/patients in Activities of Daily Living (ADLs) as identified in the care plan. The HCA works to full scope of practice and engages in education and certifications to maintain competency. Person-centered care is provided according to established standards of practice, including but not limited to, Accreditation Canada Standards, Personal Care Home Standards, and legislative requirements.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Provides Supportive Care to Residents/Patients

- Establishes effective communication, ensuring to respect the patient/resident language rights by respecting their language preference.
- Maintains positive working relationship with the resident/patient and their family or natural supports.

- Demonstrates respect for resident/patient feelings, need for privacy, routine and lifestyle when providing care.
- Promotes optimal resident/patient independence and quality of life.

Provides or Assists with Personal Care

- Ensures active choices are offered wherever possible to allow the patient/resident to direct their care.
- Provides care aligned with the resident/patient care plan.
- Assists residents/patients with personal care as identified on the individualized care plan. Possible tasks assigned include: assisting with dressing, hygiene, bathing, shaving, mouth care, skin care, nail care, perineal care and hair care.
- Assists with ambulation, transfer and positioning, including the use of mobility aids, mechanical lifts or other equipment according to the Safe Client Handling Injury Prevention Program (SCHIPP).
- With additional education and continued competency, certified HCAs may be assigned resident/patient care tasks such as vital signs.
 - Certified HCAs assigned to do vital signs must then report to supervising nurse for vital sign assessment and interpretation and document in patient/resident record.
 - In Acute Care, HCAs do not take vital signs on patients in the Emergency Department, Special Care Unit, Obstetrics or any patient considered unstable.
- Documents and communicates accurate information, observations and interventions in a timely manner.
- Assists with feeding as identified on the care plan.
- Assists resident/patient in toileting, including the use of bedpans, urinals and commodes.
- Assists with changing of incontinence products when required.
- Assists with urinary catheter care, including emptying and changing urinary drainage bags.
- Assists with emptying and changing ostomy drainage bags.
- Assists with application and removal of a condom catheter.
- Responds to call bells promptly.

Prevents the Spread of Communicable Disease

- Follows communicable disease protocol for universal precautions for handling blood and body fluids.
- Complies with communicable disease control in the performance of duties and infection control practices, including the use of appropriate/recommended personal protective equipment (PPE), and maintaining hand hygiene according to guidelines and education.

Maintains Accountability and Contributes to Positive Working Atmosphere

- Provides care based on one's skills and competency to perform.
- Identifies and reports limitations/learning needs and participates in goal setting to improve work performance.
- Attends and participates in program and organizational education opportunities as required and appropriate.
- Observes and reports significant resident/patient changes and needs to supervising nurse (i.e. skin breakdown).
- Participates in the orientation of new employees.
- Participates in the clinical experience for students as requested.
- Actively participates in care conferences, staff team meetings, in-services and program activities.
- Communicates effectively and fosters a positive working environment as a member of the health care team.
- Maintains and fosters confidentiality in all matters pertaining to residents/patients and SH-SS.
- Operates equipment safely and appropriately and as per established procedures.

- Handles hazardous material within Workplace Hazardous Materials Information System (WHMIS) requirements.
- Maintains awareness and participates in safety, security and emergency procedures.
- Participates in identifying and solving Workplace Safety & Health issues.
- Completes occurrence forms accurately according to instructions.
- Cooperates and supports a Respectful Workplace environment.
- Accepts direction and feedback and adjusts behavior accordingly.
- Displays a professional image when reporting to work assignments.
- Complies with program policies and procedures.
- Promotes resident/patient independence and quality of life, ensuring choices are offered whenever possible.

Other

- Orders and stocks supplies on unit and in resident/patient rooms.
- For equipment-performs cleaning, ensures good working order and reports faulty devices.
- Prepares instruments to send for medical device reprocessing.
- Conducts audits as assigned.
- Contributes to making the organization safe for patients, residents and staff, and recognizes the importance of reporting unsafe situations or occurrences and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Expectations of the above-identified essential functions and basic duties.
2. Practice congruent with Southern Health-Santé Sud core values, strategic plan, policies, procedures and guidelines.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum Grade 12.
- Health Care Aide Certificate from recognized program.
- Current Basic Life Support (BLS) certification (Acute Care).
- Other combinations of education and experience may be considered.

KNOWLEDGE REQUIRED:

- Knowledge of Confidentiality/privacy requirements following The Personal Health Information Act (PHIA) and Freedom of Information and Protection of Privacy Act (FIPPA) legislation.
- Knowledge of Workplace safety requirements following Workplace Hazardous Materials Information System (WHMIS).
- Knowledge of Violence Prevention Program (VPP) training and processes.

- Knowledge of SCHIPP training and processes.

EXPERIENCE REQUIRED:

- One to two (1-2) years' experience working in a health care setting preferred.
- One to two (1-2) years' experience preferably caring for elderly or disabled clients preferred.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to organize and prioritize assigned workload.
- Demonstrated ability to perform as a team member and seek assistance as needed.
- Demonstrated effective verbal and written communication skills.
- Demonstrated ability to read, write, speak and understand English.
- Demonstrated ability to interact well with others.
- Demonstrated ability and willingness to work in stressful environments which may include aggressive and/or agitated individuals.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Some program areas require a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work evenings, nights and weekends.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per CUPE Community Support Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.