

HOSPICE TOUCH, INC.

Job Title/Position: *Certified Hospice Aide*

Reports To: *Clinical Director or designee*

JOB DESCRIPTION SUMMARY

The hospice aide is a paraprofessional member of the interdisciplinary group who works under the supervision of a registered nurse and performs various services for a patient as necessary to meet the patient's personal needs and to promote comfort. The hospice aide is responsible for observing the patient, reporting these observations and documenting observations and care performed.

The hospice aide will be assigned in a manner that promotes quality, continuity and safety of a patient's care.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

Responsibilities of the hospice aide include, but are not limited to, the following:

1. Performing personal care needs after given a patient's assignment and attending to his/her requests promptly. If unable to perform a certain task, report to the Case Manager immediately.
2. Providing patient and family with positive communication techniques, within realm of ethical and respectful care, including confidentiality.
3. Meeting safety needs of patient and using equipment safely and properly (foot stools, side rails, O₂ etc.)
4. Giving personal care including baths, back rubs, oral hygiene, shampoos and changing bed linen as often as assigned.
5. Assisting in dressing and undressing patients as assigned.
6. Planning and preparing nutritious meals, including shopping, as assigned.
7. Assisting in feeding the patient as assigned.
8. Taking and recording oral, rectal and auxiliary temperatures, pulse, respiration and blood pressure when ordered with appropriate completed/demonstrated skills competency.
9. Providing proper care and observation of patient's skin to prevent breakdown of tissue over bony prominence.
10. Assessing and reporting on patient's condition and significant changes to the Case Manager. Also aware of the caregiver or other individuals living with the patient and interpersonal issues.

8. Has empathy for the needs of the ill, injured, frail and the impaired.
9. Possess and maintains current CPR certification.
10. Demonstrates tact, patience and good personal hygiene.
11. Licensed driver with automobile that is insured in accordance with organization requirements and is in good working order.
12. Successfully completes a probationary period. This probationary period is to ensure the aide is competent in the above qualifications, and is documented by the supervisor and the employee.

JOB LIMITATIONS

The hospice aide will not function in any manner viewed as the practice of nursing according to the Nurse Practice Act. Specifically, the hospice aide will not administer medications, take physician's orders or perform procedures requiring the training, knowledge and skill of a licensed nurse, such as sterile techniques.

SKILLS REQUIRED

1. Good oral and written communications
2. Good organizational skills

WORKING CONDITIONS

1. Community home environment
2. Exposure to infectious diseases
3. In and out of automobile

Employee Acknowledgement:

Signed:	Date:
Print Name:	