



Hospice Aide – Hospice Center (Certified Nursing Assistant/Med Tech)

Summary of Responsibilities

Provides personal care services and medication to the terminally ill patient and performs related tasks in the hospice center and/or the patient/family home, in accordance with the plan of treatment as assigned by the case manager. Behaves in a manner that consistently conveys commitment to the job of providing around-the-clock, compassionate and professional care. Responsible for carrying out the duties assigned in order to increase the level of comfort, and to maintain personal hygiene and a safe, healthy environment for the patient and co-workers.

Reports to: Clinical Manager – Hospice Centers.

RESPONSIBILITIES & FUNCTIONS:

Direct Patient Care

- Assists in feeding patients (if necessary) and provides nourishment between meals.
- Takes and records patient vital signs as directed by hospice nurse.
- Assists patients in and out of bed and assists with ambulation.
- Assists patients to bathroom or in using bedpan, urinal or bedside commode.
- Gives personal care including baths, back rubs, oral hygiene, shampoos and changes bed linen as often as necessary.
- Consistently utilizes resident identifiers prior to administration of medication.
- Residents' response to medication is documented according to CRH policy and procedure.
- Recognizes and reports adverse drug reactions and reports per CRH policy and procedure.
- Continuously makes rounds to assure residents' comfort and safety.
- Answers call bells promptly to respond to patient/family questions or concerns.
- Collaborates as a team member in order to meet residents' plan of care.
- Reports changes in residents' condition and/or needs to case manager.
- Administers medications within scope of practice per certification.
- Consistently follows the "Five Rights" of medication administration.
- Changes simple dressings or ostomy bags as directed.
- Performs blood sugar finger sticks and documents results. Notifies Hospice Center Manager (or designee) of same.
- Does patient laundry, light meal preparation, and housekeeping duties as needed.
- Responsible for daily cleaning of resident rooms. Rooms to be cleaned at time of discharge per CRH policy.

Safety & CRH Protocols

- Recognizes unique responses to medication based upon age of patient.
- Meets safety needs of residents and uses equipment safely and properly.
- Accurately sign out narcotics, wastages and documents on MAR as appropriate.

- Disposes of sharps in accordance with safety procedures.
- Complies with current CDC hand hygiene guidelines.
- Follows CRH policies and procedures regarding standard precautions/infection control.
- Demonstrates a thorough knowledge of safety policies and procedures, including proper body mechanics.
- Communicates in a professional manner and demonstrates respect for residents, their families, volunteers and co-workers.
- Adheres to the organizations documentation and care procedures and standards of personal and professional conduct.

General CRH Responsibilities

- Participates as a member of the hospice interdisciplinary team.
- Obtains a minimum of 12 in-service training hours per year.
- Maintains the confidentiality of employee, patient/client and agency information at all times.
- Responds to oral and/or written requests for job performance improvement in a manner that conveys a desire to improve performance.
- Accepts and performs other related duties and responsibilities as required.

Minimum Qualifications

- Possess a high school degree or general equivalency degree
- Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland.
- Ability to read and follow written instructions and document care given
- Demonstrated ability to make meaningful patient observations and write brief, accurate reports for patient files.
- Self-directing with the ability to work with limited supervision
- Must have reliable means of transportation
- Maintain good personal hygiene
- Must be at least eighteen years of age

Additional Qualifications

- Complete hospice orientation
- Be in agreement with the hospice concept of care
- Be flexible and able to work on several projects simultaneously
- Be able to work harmoniously with many different types of individuals and groups
- Advances knowledge and skills; attends in-services and workshops as appropriate
- An ability to cope with the stress of continual loss.

Physical Qualifications

- Must be able to lift 30-35 pounds.
- Must be able to perform job-related duties which require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other.
- Must be able to communicate verbally and in writing with individuals and families in end-of-life situations.

- Must be able to use a computer and other office equipment to document patient information.
- Must be able to hear to process directions and requests from doctors, nursing supervisors, patients, and other individuals.

Work Scheduling:

- Must be able to work flexible shifts set by supervisor

FLSA Status:

This position is classified as non-exempt under the Fair Labor Standards Act.

I have read the job description for the Hospice Aide/Med Tech position and understand all that the job requires.

Employee signature

Date