



FAMILY CHOICE HOME HEALTHCARE

JOB DESCRIPTIONS

Homemaker Companion (HHA) – Pg.2

Home Health Aide (CNA-GNA) – Pg. 3

Certified Medical Technician (CMT) – Pg. 5

Applicant Name

Family Choice Healthcare

Home Health Aide/Homemaker - Companion

I. Position Description

The Home Health Aide provides care to the client by following the orders of the client's physician and/or nurse. This position also involves helping the client with normal activities of living. The homemaker companion provides housekeeping and routine personal care services. They clean clients' houses, do laundry, and change bed linens. Aides may plan and cook meals (including special diets). Some accompany clients outside the home, serving as a guide and companion.

II. Performance Responsibilities:

- Prepare nutritional meals including prescribed special diets
- Give emotional support and encouragement during periods of loneliness and/or bereavement
- Performing light housekeeping chores
- Shopping for groceries
- Care for clothing, washing, ironing and mending
- Traveling beyond a walking distance and
- Reading of specific items.

III. Minimum Qualifications

- Ability to read and write consistent with job requirements
- Completion of CPR and Basic First Aid Course
- Has the emotional and mental maturity necessary for establishing and maintaining good work relationship with the client, family members and Agency personnel
- Has reliable means of transportation
- Current Tuberculosis Screening
- Current Physical Exam

IV. Education/Experience

- Homemaker/Companion must have at least a 9th Grade education. Home Health Aides must have a high school education or completed the GED program and/or have completed special training in the field of healthcare.

V. License/Certification

- None

Print Name

Employee Signature

Date

Agency Representative (Print)

Signature

Date

Family Choice Healthcare

Home Health Aide/Certified Nursing Assistant/ Certified Geriatric Assistant

I. Position Description

The Home Health Aide/Certified Nursing Assistant/Certified Geriatric Assistant provides care to the Client by following the orders of the client's physician and/or nurse. This position also involves helping the client with the normal activities of daily living. HHA's / CNA's / GNA's may provide instruction and psychological support to their patients. They may advise families and patients on such things as nutrition, cleanliness, and household tasks

II. Performance Responsibilities

- Helps the client to maintain good personal hygiene
- Toileting including:
 - Bladder and bowel requirements
 - Bed pan routines
 - Routines associated with the achievement or maintenance of continence
 - Colostomy care
 - Incontinence care
 - Catheter care
 - Movement to and from the bathroom
- Mobility, including transferring from a bed, chair or other structure and moving about indoors or outdoors.
- Moving, turning and positioning the body while in bed or in a wheelchair
- Assist in eating, nutritional planning and preparing meals including prescribed special diets
- Dressing and changing clothes and
- Medication reminders
- Completing grooming, including oral and denture care, shaving and care of skin, nails, and hair
- Preparing a light meal
- Performing light chores
- Shopping for groceries
- Traveling beyond a walking distance and
- Reading of specific items
- Attendance at required inservice training programs

III. Minimum Qualifications

- Ability to read and write consistent with job requirements
- Completion of basic Home Health Aid training program consistent with State requirements
- CPR
- Satisfactory performance on an on-site competency evaluation and skills assessment
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, family members and Agency personnel
- Has reliable means of transportation

IV. Education/Experience

- High School Diploma or GED
- Completion of one year's employment as a nurse's aid in a hospital or health related setting

V. License/Certification

- Maryland State Board of Nursing CNA or GNA certification

VI. Physical/Health Requirements

- Ability to walk, bend, squat, climb, kneel or twist when assisting clients, handling supplies or equipment.
- Ability to lift heavy weight and perform duties that require power grasping, pushing, pulling and fine manipulation
- Current Tuberculosis Screening
- Current Physical Exam

Print Name

Employee Signature

Date

Agency Representative (Print)

Signature

Date

Family Choice Healthcare

Certified Medication Technician

Position Reports To: Clinical Manager/Registered Nurse Supervisor (RN)

Policy: Certified Medication Technician (CMT) administers medications to individuals who are unable to self-administer medications as a result of aging, sickness, or disability. The CMT administers medications as delegated by, and under the supervision of, the registered nurse (RN).

Duties and Responsibilities:

1. Takes patient's vital signs, as assigned, prior to administering medications. Reports vital signs that fall outside designated ranges to the supervising RN prior to administering medications. Vital signs shall include:
 - a) Blood pressure – sitting and standing, when possible
 - b) Temperature
 - c) Heart rate
 - d) Respirations
2. RN shall be notified if the blood pressure is high or low, if the temperature is high or low, if the heart is high or low, if the client is hyperventilating, the RN must be notified prior to administering medications.
3. Follows proper hand washing techniques prior to administering medications
4. Demonstrates competency in administering medications via different routes
 - Ophthalmic medication
 - Subcutaneous injections
 - Topical medications
 - Drops to eyes and ears
 - Feeding tube
 - Inhalant
 - Administration of an EpiPen
 - Over the counter products that are recommended by the RN
 - In the event of a hypoglycemic emergency, a glucagon injection may be delegated to a CMT
5. Demonstrate knowledge of medication allergies and emergency response
6. Report and documentation of medication errors
7. Demonstrate infection control methods to include correct handwashing techniques, use of hand sanitizer, gloves, and when necessary, gown and face mask

8. Utilizes the medication administration record (MAR) appropriately:
 - To determine patient medication allergies;
 - To determine scheduled times for medication administration;
 - Compares medication label with entry on MAR to assure compatibility and communicates with delegating RN regarding discrepancies prior to administering medications;
 - Uses MAR to determine route of administration for each medication;
 - Uses MAR to determine whether there are special instructions for the administration of any medication;
 - Uses the MAR to record the administration of each medication, or the reason a medication was not administered
9. Maintains safe storage for all medication types.
10. Demonstrates basic knowledge of different medication categories.
11. Communicates questions and/or concerns regarding the patient's status or medications to the supervising/delegating RN prior to administering medications.

Qualifications, Credentials and Experience:

1. High school diploma, or equivalent, required.
2. Current certification as a Nursing Assistant and Medication Technician from the State of Maryland Board of Nursing;
3. Completes all employee screening requirements;
4. Completes a skills assessment and skills demonstration with competence;
5. Attends all required orientation activities;
6. Attends mandatory in-service education programs;
7. Has current CPR certification;
8. Must be able to communicate orally and writing in English.
9. Foreign language proficiency desirable.

I have read and understand the job description and agree to fulfill the position's responsibilities.

Print Name

Employee Signature

Date

Supervisor (Print)

Signature

Date