

## HOME HEALTH AIDE

### DISTINGUISHING FEATURES OF THE CLASS:

This is a class of positions in the Health Department involving the personal care and other related supportive services in the home, clinic, office, and other community settings on a one-to-one basis with patients and their families. These services are provided under the direction and supervision of either a registered professional nurse or a physical therapist when the aide carries out simple procedures as an extension of this therapy. Supervision is not a responsibility of the employees in this class.

### TYPICAL WORK ACTIVITIES:

A. Routine Home Health Aide functions include the following:

1. Assist/provide patient with personal care;
2. Make beds and perform other tasks to provide suitable environment for the patient;
3. Do laundry;
4. Do shopping for patient if no other arrangement possible;
5. Take temperature, pulse and respiration when advised;
6. Keep simple records as instructed by professional registered nurse;
7. Prevent spread of infection from one home to another;
8. Assist patient with self-administered medications;
9. Help family to be aware of safety factors to prevent accidents;
10. Assist with payment of bills and perform other errands;
11. Prepare and serve meals according to instructions;
12. Assist patient in transfers, ambulation and toileting or with maintaining proper body positioning;
13. Perform other office related duties under the direction of SPHN.

B. Home Health Aide functions under special circumstances:

If no family member is present or capable of providing care for a specific patient, the registered professional nurse may, in accordance with written agency policy and with the approval of the physician, teach and closely supervise the home health aide in procedures such as:

1. Irrigate foley catheter;
2. Assist with changes of colostomy bag;
3. Reinforce dressing and change simple non-sterile dressing;
4. Assist with the use of devices geared to disability as aids to daily living;
5. Assist patient with prescribed exercises which the Home Health Aide has been taught by appropriate professional personnel;
6. Assist with prescribed skin care;
7. Apply prescribed ice cap or ice collar or heat;
8. Perform simple urine test for sugar, acetone or albumen and record results;
9. Measure intake and output as ordered;
10. Prepare modified diets as prescribed by physician;
11. Help patient relearn household skills.

## HOME HEALTH AIDE (Cont'd)

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Skill in the application of current practices of home health aide procedures and techniques of patient care; ability to keep simple records; ability to understand and carry out oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain satisfactory relationships with patients and staff; ability to accept and utilize guidance; emotional and mental maturity; resourcefulness; tact and patience; physical condition commensurate with demands of the position.

### MINIMUM QUALIFICATIONS:

Completion of a course of study approved by New York State Health Department for training or Home Health Aides (if certifying agency is an educational institution, this course must be approved by New York State Education Department). Completion of this course of study includes 90 hours of preparation.

### SPECIAL REQUIREMENTS:

Possession of a permanent Home Health Aide Certificate at time of appointment.

Maintains possession of a valid driver's license.

### OTHER SPECIAL REQUIREMENTS:

1. Car available for use.
2. Pre-employment physical exam and Mantoux test, proof of Rubella immunity or immunization and Diphtheria-Tetanus immunization.
3. Annual health assessments.

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