Health Care Assistant (HCA) Job Description

OVER VIEW:

- **Job description**
- **Roles/Responsibilities**
- **Expectations**
- **Facilities**

JOB DESCRIPTION:

- Works under direction and supervision of a Registered Nurse
- Care partner is part of the HCA role in which you care/support one person e.g. dementia, self-harm, minor
- Maintain safe environment: stays with patient throughout shift, fall prevention
- Communication and interaction e.g. verbal to staff and patients, notify nurse for any changes in patient/client
- Assistance with patients' activities of daily living (ADL's) e.g. hygiene, grooming, oral care, continence care, eating and drinking, mobilization
- Observation, documentation and reporting e.g. intake and output, skin condition, concerns, changes in patient, incident reports
- Team/ward support e.g. environmental tidiness and cleanliness

ROLE/RESPONSIBILITIES:

- Obtain handover from registered nurse
- Care of persons with multiple medical issues e.g. dementia, stroke, diabetes, mental illness, disabilities
- Care of patient/clients from infants to older adult
- Care partners are common with patients with mental illnesses, self-harm, psychosis, anxiety and depression, addiction
- Care Partners care for one patient/client for the entire shift, if low risk could possibly care for two patients/clients
- Provide support for clients in group homes for mental health and intellectual disabilities
- High Risk Observation (HRO): ensures patient/client safety
- Assess for risk and maintain safety at times, ask for help when needed or feel unsafe
- Identify risks e.g. keeping sharp or dangerous objects out of room
- Floor work: restocking, answering call bells, cleaning, bedmaking, etc.
- Assist with Activities of daily living (ADL's): bathing, eating, toileting, oral care, etc

- Implement education on challenging behaviors to help prevent or stop wandering, agitation, aggression, or restlessness
- Make sure you understand the instructions from the registered nurse otherwise ask for clarification
- Describing and demonstrating the use and care of assistive and moving equipment
- Describing and applying safe manual handling principles and techniques
- Documentation as directed by the registered health professional
- Understanding your own role within a team and functions as a member of the care team
- Applying culturally safe principles in the work place-uses the principles of partnership and participation work with the Maori patients and whanau to provide culturally responsive and appropriate care
- Carrying out assigned tasks such as cleaning, restocking, tidying and checking of equipment
- Appropriate communication and interaction e.g proper handovers to staff
- Reporting observed changes in the consumers health status to registered health professional
- Adheres to company and facility policies e.g. Staff Availability, Phone policy, Infection Control, Health & Safety, Sleeping, Incident Report, etc
- Report incidents/accidents/near misses according to policy
- Maintains confidentiality at all times
- Abide by the code of rights

EXPECTATIONS:

- Smile and introduce yourself
- Maintains confidentially and privacy
- Maintains constant communication and interaction with patient
- Providing meaningful activities to stimulate patient/client
- Professionalism e.g. tidy grooming, proper uniform, punctuality, no cell phone use during duty
- Flexibility: different wards have different models of care; one ward may have different tasks for HCA's than others. Always be open to change. For example, if patient condition changes or are transferred to another ward be ready to do floor work if directed by RN
- Maintain competencies and self-learning: through utilizing company education online resources, attends education courses, expands knowledge base to provide optimal care for vulnerable population

Facilities in the Waikato Region

Waikato District Health Board
Waikato Hospital
Hospitals + Rest homes
Henry Bennett Centre
Oranga Tamariki
Private Homecare for clients in their homes
CAT Team Crisis Team
Residential Group Homes