



UNION JOB DESCRIPTION

JD1513

JOB TITLE:	Patient Care Aide	JOB DESCRIPTION NO.:	F.NI.15301C.001
CLASSIFICATION:	Nursing Assistant I ; Nursing Assistant I (Therapy Aide) ; Housekeeping Aide	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301; 15302; 11001
UNION:	HEU	JOB/CLASS CODE:	15301
PROGRAM/DEPARTMENT:	Community Hospitals	BENCHMARKS (If Applicable):	15301; 15302; 11001
REPORTING TO:	Clinical Coordinator or designate		
FACILITY/SITE:	VIHA NI: (CRH, CVH); CI: Cowichan District Hospital (CDH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Clinical Coordinator or designate, under the direction of a Registered Nurse and the interdisciplinary health care team and in accordance with an established plan of care, the Patient Care Aide delivers personal care to patients to meet their identified physical, emotional, therapeutic rehabilitative needs; documents vital statistics and care provided; transcribes doctors orders as directed and performs related clerical duties; maintains equipment and supplies and performs a variety of light cleaning duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Observes, records and reports patient responses to care and any problems and/or changes.
2. Provides patient care as directed, such as assisting with bathing, dressing, care of skin, grooming hair and nails, and wearing of aides (glasses, hearing aids, dentures, prostheses); incontinence care and toileting.
3. Assists with rest and mobilization including ambulation and mobilization; lifting, including mechanical lifts, positioning and transferring patients in bed, chair and commode; overseeing exercise routines; and transporting patients.
4. Assists with nursing procedures as directed, such as taking patient temperatures, pulse and respiration, height and weight, and applying non-medicinal ointments, non-sterile dressings and cold compresses.
5. Assists patients with elimination, including toileting, changing incontinence products, applying and caring for external urinary drainage systems, emptying drainage bags, assisting with suppositories and enemas; obtaining and transporting specimens (urine, stool and sputum).
6. Assists in meeting the nutritional needs of patients by delivering and picking up patient trays; distributing drinking water; assisting patients with the opening of portion containers; positioning patients to receive meals and nourishment; and utilizing safe feeding techniques as directed.
7. Maintains a clean and safe environment for patients by making beds, organizing and tidying patients' personal belongings, cleaning tubs, bathing aids, commodes, bedpans and lifts as required. Handles soiled laundry, sorting into carts and transporting to dirty laundry areas. Sweeps, spot washes and damp mops as required.

8. Participates in orientation for patients, families, volunteers, staff and students, including demonstrating care routines, as required.

9. Ensures the availability of adequate supplies and equipment in accordance with established procedures by monitoring and restocking as necessary; relocating equipment, such as beds, wheelchairs, stretchers, oxygen tanks, etc., as required. Maintains related equipment by cleaning, lubricating and replacing as required; and reporting any damaged or inoperable fixtures, furniture or equipment.

10. Performs a variety of related clerical duties such as setting up patient charts and recording information and attaching documentation to charts in accordance with established procedures; answering telephone; making appointments; completes forms such as dietary, x-ray and laboratory requisitions; maintains records such as daily census; and completes supplies requisitions.

11. Performs other related duties as directed.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus graduation from a recognized Nursing Assistant program or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment, such as a computer.
- Ability to type 30 wpm.