



## UNION JOB DESCRIPTION

**JD452**

<b>JOB TITLE:</b>	Health Care Assistant	<b>JOB DESCRIPTION NO.:</b>	40283
<b>CLASSIFICATION:</b>	Nursing Assistant I	<b>GRID/PAY LEVEL:</b>	F 22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15301
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	40283
<b>PROGRAM/DEPARTMENT:</b>	Renal Services; Heart Health and Adult ICU; Surgical Services, Inpatient and Ambulatory Care; Seniors Health, Spiritual Care, and Older Adult MHAS; Restorative Health; Activation and Transitions; Medicine; Hospice; MHSU	<b>BENCHMARKS (If Applicable):</b>	15301
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Various VIHA SI Sites (RJH, VGH, GRH)		

### JOB SUMMARY:

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

Reporting to the Nurse Manager or designate and under the guidance and direction of a Registered Nurse, conducts personal care and nursing procedures to meet the comfort, hygiene and therapeutic needs of the patient/resident according to established policies and procedures.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists resident/patient at mealtimes by serving and/or feeding residents/patients in dining areas or at bedside, including pick up and delivery of food trays, and by encouraging intake of fluids/food items according to established procedures.
2. Contributes to the development and modification of the patient/resident care plan. Provides input to the multi-disciplinary team evaluation of patient/resident care.
3. Assists and encourages resident/patient bed mobility and maintenance of body alignment by following established care plan. Porters, transfers, lifts and ambulates resident/patient ensuring that adaptive and supportive devices such as supportive cushions and self-care aids are in appropriate place.
4. Assists with and encourages independent action of resident/patient in all activities of daily living such as self-feeding, dressing and undressing, toileting, bathing, washing and personal grooming including oral hygiene, peritineal care, cleansing eyes, nose, outer ear, hair washing, nail care, application and changing of non-sterile dressings, and application of topical medicated creams/ointments as directed.
5. Gives and removes bedpans and urinals, collects urine and stool specimens, administers enemas and suppositories for bowel cleansing purposes and applies condoms as directed.
6. Measures and records fluid intake, output and weight; takes and records temperature, pulse and respiration. Provides routine inspection and maintenance of urinary catheters, including drainage system and cleansing of area adjacent to insertion. Fills patient's portable oxygen canister as required.

7. Assists with and participates in social and planned therapeutic activities for residents/patients such as games, outings, and exercise routines according to established procedures.
8. Records and maintains documentation on related nursing forms such as the patient record, Team Flow Sheets, Intake/Output Sheets, and Bowel Movement Sheets. Completes documentation on forms according to established policies and procedures to ensure safety and security of residents/patients, staff members and visitors to the facility.
9. Reports any obvious or unusual changes in patients/residents physical condition and behavior to Registered Nurse. Attends meetings and provides input for resident/patient reporting, conferences, overall program of care and respects and follows team decisions such as use or non-use of restraints.
10. Adheres to departmental policies which support and respect residents/patients' autonomy and rights such as individuals right to make informed choices regarding his/her care including physical, psychosocial and spiritual needs and limitations; provides emotional support and comfort to dying resident/patient and their family and assists with care of body after death.
11. Receives patient valuables, stores valuables in safekeeping envelope, records contents on envelope, and forwards envelope to Security for safekeeping.
12. Cleans and maintains supplies, equipment and work area according to established standards and reports equipment in need of repair.
13. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 10 plus graduation from a recognized Nursing Assistant Program such as a Health Aide program or equivalent. Registered with the BC Care Aide

### **Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out duties of position.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to operate related equipment.