

THE UNITED CHURCH HOME FOR SENIOR CITIZENS, INC.



POLICY

Title JOB DESCRIPTION - RESIDENT ATTENDANT		Circulation EMPLOYEE MANUAL		Page 1 OF 4
				Review Date NOVEMBER 1991 APRIL 1997 AUGUST 2001 AUGUST 2005 JULY 2006 AUGUST 2017 JANUARY 2023
Department NURSING	Authorization DIRECTOR OF CARE SERVICES	Original Date JULY 1982		

NATURE OF POSITION

Assists directly in care by providing personal care and assistance in the activities of daily living to residents. Participates as a member of the interdisciplinary team in providing nursing care to residents. Works under the direct or indirect supervision of a registered nurse or licensed practical nurse.

QUALIFICATIONS

1. Completion of Personal Support Worker / Continuing Care Assistant course or six months hands on working experience as a resident attendant.
2. Ability to work in a team setting and follow verbal and written instructions.
3. Interest in geriatrics.
4. Physically and emotionally able to perform assigned duties.
5. Good work record.
6. Professional personal appearance.

DUTIES AND RESPONSIBILITIES

A. Organizational Responsibilities

- A.1 Demonstrates knowledge of the nursing home's philosophy and mission, and conducts work in a manner consistent with this philosophy and mission;
- A.2 Participates in the nursing home's continuous quality improvement program to improve resident, staff, unit, department and facility performance outcomes;
 - a) participates in audits and measurements as required;
- A.3 Demonstrates knowledge of and conducts work according to the nursing home's policies and procedures;

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<p>A.4 Assists in orientation and mentoring of new personnel and integration of new residents;</p> <p>A.5 Participates in continuing education programs to nursing and other personnel;</p> <p>A.6 Utilizes unit and facility resources, such as supplies and equipment, economically and safely;</p> <p style="padding-left: 40px;">a) maintains unit supplies, updating quotas as indicated. Orders and receives stock, monitors expiry dates;</p> <p style="padding-left: 40px;">b) identifies equipment needs. Evaluates equipment on trial prior to purchasing.</p> <p>A.7 Participates in unit/department meetings. May represent unit/department at facility meetings.</p> <p>B. Provision of Care Responsibilities</p> <p>B.1 Contributes to the resident service plan through the performance of selected routine tasks and procedures as determined by the stability of the residents' condition and the predictability of the residents' responses.</p> <p>Assessment:</p> <p style="padding-left: 100px;">Contributes to the data collection by performing routine observations and reporting changes in resident's condition;</p> <p style="padding-left: 100px;">Collects specimens as directed;</p> <p style="padding-left: 100px;">Conducts interviews and administers procedures and treatments as directed;</p> <p>Planning:</p> <p style="padding-left: 100px;">Participates in planning care, goals and objectives and the strategies required to attain these;</p> <p style="padding-left: 100px;">Organizes clinical workload and sets priorities for carrying out assigned work;</p> <p>Implementation:</p> <p style="padding-left: 100px;">Participates in carrying out resident service plan and all assigned work;</p> <p style="padding-left: 100px;">Assists the resident with activities of daily living according to individual needs;</p> <p style="padding-left: 100px;">Ensures resident independence, safety, dignity, and comfort;</p> <p style="padding-left: 100px;">Applies basic interventions within established delegation;</p>		

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<p>Evaluation:</p> <p>B.2 Develops and maintains good interpersonal and communication skills and utilizes these skills in work with residents, families, volunteers, visitors, and other staff;</p> <p>B.3 Maintains resident confidentiality and respects the residents' right to privacy;</p> <p>B.4 Participates in providing emotional support to residents and families;</p> <p>B.5 Reinforces appropriate health related teaching of residents, families and other staff.</p> <p>C. Health and Safety Responsibilities</p> <p>C.1 Perform stretch and warm up exercises at the beginning of shift and throughout the shift, as necessary;</p> <p>C.2 Maintains current knowledge of facility policies and procedures for the disaster and fire plans;</p> <p>C.3 Maintains and applies current facility policies and procedures for infection control, body mechanics and other programs as may be required by the nursing home;</p> <p>C.4 Has a thorough knowledge of and is able to demonstrate the safe use and care of supplies and assigned equipment required in the provision of resident care.</p> <p>C.5 Participates in the provision of a comfortable, safe and clean environment for residents, personnel, volunteers and visitors.</p>		

Documents resident care and routine observation according to established guidelines i.e. maintains daily bowel record, documents weights, updates worksheets under the direction of a case manager;

Seeks guidance and direction when required in completion of daily assignment;

Contributes to the evaluation of care by observing and reporting changes in the residents' condition on a daily basis, including care conferences and multidisciplinary reviews.

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<p>D. Individual Responsibilities</p> <p>D.1 Attends inservice programs, staff and committee meetings;</p> <p>D.2 Maintains own professional and personal development through participation in continuing education programs and other initiatives;</p> <p>D.3 Participates as a team member.</p> <p>D.4 Participates in setting organizational goals and sets personal goals.</p> <p>E. Operational Support</p> <p>E.1 Receives and relays messages;</p> <p>E.2 Moves and transfers residents when directed.</p> <p>Related and allied duties will be assigned from time to time as may become necessary to the operation of the home.</p> <p>\\W2k3srv\data\Drew\NURSING\NewPol&Pro\JobDescription-RA.doc</p>		