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| JOB DESCRIPTION  **HOME HEALTH AIDE & CERTIFIED NURSING ASSISTANT (CNA)**  Implementation Date:  Revision Dates: |

**QUALIFICATIONS**

* Prior Home Health experience through a licensed home health agency **or** a minimum of six months experience in nursing home, assisted living facility or home health agency preferred.
* A reliable means of transportation with current insurance coverage and a valid FL Driver’s License.
* Ability to read and legible handwriting;
* Completion of one-time educational course on HIV & AIDS as defined by the FL Department of Health;
* Current CPR;
* Additionally, individual may furnish

**Home Health Aide** services on behalf of the agency only after that individual has successfully completed:

(A) Home Health Aide Certificate (min 40 hours) issued by a vocational school approved by Florida Department of Education;

**OR**

(B) At least forty (40) hours of training by a FL Home Health Agency;

**OR**

(C) The AHCA Competency test as specified in the agency policies.

**OR**

(D) Documentation of course completion in another state

A **CNA** may furnish **Home Health Aide** services on behalf of the agencywith the following evidence**:**

CNA State of Florida certification or a copy of the screen of the Florida Department of Health website's Certified Nursing Assistant Information, showing the person's name, address, certificate number, original issue date, expiration date and status.

**OR**

A current CNA certificate from another state.

If a CNA does not maintain his/her license, the person can still work as a home health aide if he/she can provide evidence of (A) or (B) or (C) as listed above.

* Individuals who have graduated from an accredited school of nursing and are waiting to take their boards for licensure in Florida, can work as a home health aide.
* Registered nurses and licensed practical nurses who can show proof they are licensed in another state or in Florida, can work as a home health aide in Florida.

**ORGANIZATIONAL RELATIONSHIP**

The Home Health Aide and the CNA report to the designated by the office supervisor.

**EXPOSURE DETERMINATION**

Home Health Aides & CNAs have reasonably anticipated potential risk for occupational exposure to blood and other potentially infectious body fluids.

**MAJOR AREAS OF ACCOUNTABILITY**

The HHA & CNA perform personal care activities contained in a care plan written by a licensed health professional, employed or contracted by the agency and which include assisting the client with

1. Personal hygiene, bathing, dressing, and shaving;
2. Ambulation and physical transfer;
3. Eating, and providing nutritional support;
4. Assistance with other ADLs and IADLs; and
5. Reporting changes in the client’s condition;
6. Maintaining a clean, safe and healthy environment, which may include light cleaning and straightening of the bathroom, straightening the sleeping and living areas, washing the client's or client's dishes or laundry, and such tasks to maintain cleanliness and safety for the client;
7. Other activities as taught by a licensed professional, employed or contracted by the agency for a specific client and that are restricted to the following:

* Assisting with reinforcement of dressing;
* Assisting with tasks associated with elimination:
  + Toileting
  + Assisting with the use of the bedpan and urinal
  + Providing catheter care including changing & cleaning the urinary catheter bag
  + Collecting specimens
  + Emptying ostomy bags, or changing bags that do not adhere to the skin
  + Changing disposable continence product
* Assisting with the use of devices for aid to daily living such as a wheelchair or walker;
* Assisting with prescribed range of motion exercises;
* Assisting with prescribed ice cap or collar;
* Doing simple urine tests for sugar, acetone or albumin;
* Measuring and preparing special diets;
* Measuring intake and output of fluids;
* Measuring temperature, pulse, respiration or blood pressure;
* Keeping records of personal health care activities on the form specific to the agency;
* Observing the appearance and gross behavioral changes in the client or client and reporting to the registered nurse;

1. Practice of standard precautions including proper hand washing technique and infection control related to waste handling.
2. **Supervising** self-administered medication in the home which is limited to the following:

a. Obtaining the medication container from the storage area for the patient or client;

b. Ensuring that the medication is prescribed for the client;

c. Reminding the client that it is time to take the medication as prescribed; and

d. Observing the client self-administering the medication

1. **Assisting** with self-administered medication. Home health aides and CNAs assisting with self-administered medication must receive a minimum of 2 hours special training prior to assuming this responsibility (refer to “Assistance with Self-Administered Medication policy);
2. **Administering Medications** when evidence of 6 hours prior training, competency observation by an RN and annual inservices/competency observation by an RN.
3. Other tasks as determined by the licensed professional **and** as permissible under FL law.
4. For special needs clients receiving only home health aide or C.N.A. services, the home health aide or C.N.A. may prepare the list of medications, supplies and equipment required for continuing care and service should the client be evacuated.

**THE HOME HEALTH AIDE OR CNA** **SHALL NOT:**

**SHALL NOT** Cut Nails

**SHALL NOT** Change sterile dressings

**SHALL NOT** Irrigate body cavities such as giving an enema

**SHALL NOT** Irrigate a colostomy or wound

**SHALL NOT** Perform a gastric irrigation or enteral feeding

**SHALL NOT** Catheterize a client

**SHALL NOT** Administer medication unless trained per agency policies

**SHALL NOT** Apply heat by any method

**SHALL NOT** Care for a tracheotomy tube

**SHALL NOT** Provide any personal health service which has not been included in the written Home Health Aide Assignment form (service provision plan or care plan).

PHYSICAL/ENVIRONMENTAL DEMANDS

Must be able to:

Lift, reposition and transfer clients.

Sustain weight of clients using proper transfer safety techniques and equipment (example: use of transfer belt while assisting client to transfer from bed to chair).

Travel to client’s residence place of residence using a reliable automobile with current insurance coverage and a FL Driver’s License.

*I have read and understand the above job description of Home Health Aide/CNA*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*The company reserves the right to revise and/or change job descriptions and responsibilities as the need arises. Should this occur the company will notify the employee in advance of implementation. This job description does not constitute a written or implied contract of employment.*