



SUBJECT: HOME HEALTH AIDE/CNA/GNA POSITION DESCRIPTION

APPROVED BY: _____ **EFFECTIVE DATE:** _____

POSITION TITLE: _____

REPORTS TO: Director of Nursing / RN Manager/RN

JOB SUMMARY

The Certified **Home Health Aide/CNA/GNA** is responsible for providing patients with in-home personal care and designated health related services to maintain the patient's physical and emotional well being, while following the written plan of care, Medicare/Medicaid regulations and agency policies and procedures.

QUALIFICATIONS/EDUCATION REQUIREMENTS

1. Effective written and verbal communication skills.
2. Current HHA/CNA/GNA license in state of employment, or successful completion of skills competency evaluation.
3. Current CPR and First Aid.
4. Current PPD or Chest X-Ray exam and Physical Exam
5. One (1) year of experience working as an aide required - home health exp preferred.
6. Mature and able to deal effectively with the demands of a home health aide position.
7. Current driver's license and vehicle insurance in state of employment, and the ability to travel within a 50-mile radius on a daily basis.

RESPONSIBILITIES AND DUTIES:

1. Provides care according to the aide plan of care / assignment sheet. Records and notifies RN/Team Leader of any variations from the established parameters or changes in the patient's condition.
2. Reports any unusual circumstance in the patient's condition or home environment to the primary RN/Team Leader.



3. Follows current written aide assignment sheet. To ensure a billable visit, provides assistance with at least two of the following activities of daily living (ADLs) during each patient visit: mobility transfer, walking, grooming, bathing, dressing or undressing, eating, or toileting.
4. As assigned, performs incidental household services essential to the patient's health care at home that are necessary to prevent or postpone institutionalization.
5. Completes a clinical note for each visit within required time frames, which must be incorporated into the patient's record.
6. Participates in the in-services program. Completes at least six hours of in-services every six months.
7. Participates in daily report. Adheres to and supports care management model within the agency.
8. Participates in staff conference regarding patient care.
9. Participates in QA/QI plan or process.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

I have read and understand the position description for the Registered Nurse Manager

Signature of Home Health Aide/CNA/GNA

Date of Signature