

Infiniti Home Care PCP Job Description

GENERAL STATEMENT OF DUTIES:

Under the direction of supervisor/manager, provides personal care, comfort measures and homemaking services to clients in the home setting by performing the following duties:

DUTIES AND RESPONSIBILITIES include the following.

ESSENTIAL DUTIES ARE:

- Assists the client with or provides personal care as assigned by the plan of care. Personal care duties include, but may not be limited to: bathing, care of hair, skin, and mouth, toileting, dressing, transfer, ambulation, medication reminding.
- Performs light housekeeping duties sufficient to keep the client safe in the home. Housekeeping duties include: making and changing bed, cleaning bathroom, personal laundry, cleaning kitchen area, and shopping and errands.
- Prepares and serves meals.
- Documents activities performed in the client's home at the time of the visit.
- Documents client concerns, and client difficulties, and reports the same to supervisor or manager.
- Provides services when scheduled.
- Communicates promptly to Agency and client any schedule change.
- Completes and submits required paperwork accurately and on time.
- Accomplishes job responsibilities in a timely, safe, and professional manner.
- Participates in client case conferences according to Home Health Care agency and procedures.
- Represents the Agency in a loyal manner and dresses appropriate to job duties.

OTHER DUTIES: Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION and EXPERIENCE:

Graduation from high school or successful G.E.D. and verifiable work experience as a Personal Care Provider, preferably at least six months.

ABILITIES, SKILLS AND KNOWLEDGE:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write routine reports and correspondence.

Ability to speak effectively to clients and employees.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to define problems, collect data, establish facts and draw conclusions.

Ability to interpret a variety of instructions, written or oral.

Ability to improvise in an unstructured home setting.

Ability to use independent judgment to manage confidential information.

Ability to establish and maintain effective working relationships with fellow employees, the public, and supervisors.

SPECIAL REQUIREMENTS:

Possess a valid Colorado Driver's License with applicable car insurance, or reliable transportation to all accepted assignments.

PHYSICAL REQUIREMENTS:

Ability to frequently sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and taste or smell.

Ability to frequently lift and/or move 50 pounds.

Ability to see and hear within normal parameters/ranges.

WORK ENVIRONMENT:

The employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions.

Work environment is highly variable as care is performed in private homes.

Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.

The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme cold and extreme heat.

The noise level in the office work environment usually is variable.

TRAVEL:

The employee is required to drive frequently, or obtain transport frequently. Otherwise, no travel is required.

I have read and understand this job description.

Employee

Date

Infiniti Home Care: Non-Medical

**PERSONAL CARE PROVIDER
COMPETENCY VERIFICATION**

SKILL	Date of Competency Verification and Initials of reviewer
BATHING Maintains dignity/privacy and temperature control	
SKIN CARE lotion, reporting open or red areas	
HAIR CARE brush/comb	
NAIL CARE Soak and file	
MOUTH CARE brushing	
SHAVING Electric razor	
DRESSING Assist with upper and lower body	
FEEDING	
ASSIST WITH AMBULATION Walker, wheelchair, no device	
EXERCISE ENCOURAGEMENT	
TRANSFERS	
POSITIONING	
BLADDER AND BOWEL CARE	
MEDICATION REMINDING	
SPECIAL ADAPTIVE EQUIPMENT Specify:	

I certify that _____ has completed a competency verification of the above skills by direct observation with a client or pseudo-client and is able to perform the job duties of a Personal Care Provider

Signature of Reviewer: _____ Date _____

Personal Care Provider Skills Validation test

Employee: _____ Date: _____ SCORE: _____

- 1) All of the following are tasks of a PCP except:
 - a) Assisting a client with bathing
 - b) Reminding a client to take medications from a pre-filled dispenser
 - c) Changing a urinary catheter drainage bag

- 2) When caring for a client's skin, what must a PCP do
 - a) Washing and applying a non-medicated cream when skin is unbroken
 - b) Reporting any open or reddened areas to the supervisor
 - c) All of the above

- 3) How may the PCP take care of a client's nails?
 - a) Filing and/or trimming fingernails and toenails
 - b) Soaking the fingers and toes then filing nails
 - c) All of the above

- 4) Which of the following razors may a PCP use:
 - a) Any razor with a disposable blade
 - b) An electric blade
 - c) A barber's straight blade

- 5) A personal care provider's duties when dressing a client are:
 - a) Assisting with putting on or removing ordinary clothing and non-medical stockings
 - b) Applying medical braces and devices
 - c) Only handing client the clothing

- 6) You arrive at the client's home and find the client on the floor, able to speak. You should:
 - a) Call 911 immediately
 - b) Call the supervisor immediately
 - c) Tell the client to get up or you will have to leave

- 7) When can a PCP assist a client in a transfer:
 - a) Whenever the client or the family request
 - b) Never
 - c) When the client is able to assist with the transfer and has sufficient strength and balance to be safe

- 8) When is it acceptable for the PCP to position the client:
 - a) When the client has wounds

- b) When the client is too confused to assist
 - c) When the client is able to identify their position needs to be changed, in bed or a wheelchair
- 9) When you are assigned to prepare meals for someone with a low sodium diet which food is not one you should make:
- a) Applesauce
 - b) Bacon
 - c) Lean meat
- 10) Homemaking duties that may be assigned to you include:
- a) Snow shoveling
 - b) Laundry for all the members of the households
 - c) Light housekeeping and meal preparation for the client only
- 11) The client's right to privacy would be violated if you:
- a) Tell someone asking about the client that you cannot discuss such matters
 - b) Open the clients mail without permission
 - c) Discuss your concerns about the client with the agency supervisor
- 12) Which of the following are good communication techniques:
- a) Shouting loudly and placing your face within inches of the client
 - b) Nodding your head, the entire time the client is speaking
 - c) Speaking in a clear voice and spending time listening to the client
- 13) You are about to help Mr. Smith to walk with his cane. Before you begin be sure to:
- a) Place extra small rugs in his path
 - b) Make sure he has bare feet
 - c) Assure that this is in your assignment sheet
- 14) Mrs. Jones is about to receive a shower. You are to make sure that you assure she has:
- a) Privacy/dignity
 - b) A draft from the open bathroom door
 - c) Water that is comfortable to you
- 15) When providing bladder care you cannot do which of the following:
- a) Empty the catheter drainage bag
 - b) Assist the client with a urinal
 - c) Change the catheter drainage bag when it is leaking
- 16) When you are assigned to remind the client about their medications you may:
- a) Pour the pills from a pharmacy bottle when the client asks you to
 - b) Remind the client that there are medications that they need to take

c) Put the medication in the client's mouth to make sure they take it

17) When you are asked by the client to accompany her, you must:

- a) Drive her wherever she wants to go
- b) Accompany the client to a doctor appointment or grocery shopping, only if it is on your assignment sheet
- c) Tell her No, it is never allowed

18) When assisting a client with hair care the PCP may NOT do which of the following:

- a) Brush hair
- b) Dye hair
- c) Style hair

19) The PCP may feed a client who:

- a) Has limited mobility of the arms
- b) Chokes easily
- c) Receives nutrition through a tube into the stomach

20) You should call and report to the supervisor when:

- a) Your client needs mouth care and demands to use his new toothbrush
- b) Your client needs mouth care and has open sores in his mouth
- c) Your client needs you to get the toothpaste on the toothbrush before he can brush his teeth

21) When you arrive your client has a cut on her hand which is bleeding. The first thing you should do is:

- a) Tell the client to go wash her hand
- b) Put on gloves, apply pressure to the cut and call the supervisor
- c) Call 911

22) If your client is confused and wanders, what can you do to keep them safe:

- a) Keep the client in sight at all times
- b) Keeps the doors to the outside locked while you are in the home with the client
- c) Both a and b

23) When changing bed linens soiled with stool you should:

- a) Lay the soiled linens on the floor until you are through
- b) Wear gloves and carry the soiled linens away from your body to the laundry
- c) Refuse to change the linens when they are soiled