Title: Hospice Aide

Status: ¾-Time / Non-Exempt

Work Unit: Homecare

Minimum Qualifications
1. Current California Certified Nurse Assistant (CNA) certificate. Within 6 month of hire, must complete Home Health Aide (HHA) training and receive certification from the California Department of Public Health.
2. Valid driver’s license, excellent driving record, proof of acceptable automobile insurance coverage, and reliable transportation as specified by Hospice of Humboldt’s policies.
3. Basic computer skills.
4. Ability to write and maintain proper documentation.

Preferred Qualifications
1. Experience in hospice or home health.
2. Experience working effectively with an interdisciplinary team
3. CHPNA certification.

Position Overview
The Hospice Aide, working in accordance with the patient’s Plan of Care and supervised by the Clinical Manager, a Registered Nurse, provides personal care for patients and assists with their activities of daily living.

Essential Duties and Responsibilities
The Hospice Aide provides personal care of patients, including but not limited to:
1. Performs personal care according to Hospice of Humboldt Policy 12.4 Hospice Aide Services.
2. Utilizes Standard Universal Precautions as indicated in Clinical Policy 4.9 Exposure and Infection Control and the Hospice of Humboldt Exposure Control Plan and Infection Control Plan.
3. Performs the tasks set by a Registered Nurse and documented in the Allscripts Aide Task List.
4. Documents all services provided in the patient’s electronic medical record on the same Documents pertinent observations and significant changes in the patient’s condition in
the patient’s electronic medical record and informing the patient’s Case Manager of issues requiring immediate attention.

5. Travels with adequate supplies in order to respond to anticipated and unexpected situations, pursuant to Hospice of Humboldt Medical Equipment and Supplies Protocol.
   - Nursing Department Support
   - When not performing personal care for Hospice patients, the Hospice Aide will assist the Clinical Manager in providing support for the Nursing Department.

Compliance and Quality Improvement
The Hospice Aide plays an important role in the agency’s compliance with state and federal regulations and quality assurance and performance improvement. He or she must understand and comply with the Medicare Conditions of Participation and all Hospice of Humboldt Policies and Procedures. Essential duties include but are not limited to:

1. Operating within his or her scope of practice, and ensuring that all services are provided consistent with best practices for hospice and palliative care.
2. Recognizing and reporting any potential misconduct or violation of Hospice of Humboldt’s policies, compliance standards, and federal or state laws and regulations pursuant to All Staff Policy 3.2 Incident Reporting and Clinical Policies 4.7 Elder Abuse Reporting and 4.8 Child Abuse Reporting.
3. Recognizing and reporting any suspected violations of the patient’s rights pursuant to Admissions Policy 2.6 Rights and Responsibilities of Patients and Families.
4. Understanding and complying with all of the provisions of Compliance Policy 5.2 Compliance Plan and the Code of Conduct in that Plan.
5. Understanding and complying Human Resources Policy 9.10 Standards of Conduct.
6. Understanding and complying with all Health Insurance Portability and Accountability Act (HIPAA) requirements, in accordance with the Human Resources Policy 9.9 Confidentiality and Information Systems Policy 10.5 Electronic Security and Medical Records Policies 11.3 Confidentiality, Storage and Disposal of Medical Records and 11.4 Access to Medical Records.
7. Working with the Director of Quality as requested to monitor and improve the quality of Hospice Aide services in accordance with the Quality Policy 13.1 Quality Plan.

Environmental Conditions and Physical Requirements
The position of Hospice Aide requires:

1. Routinely performing procedures or other tasks that could involve exposure to blood, body fluids or other potentially infectious materials.
2. Working with Hospice patients in home, SNF, and RCFE settings. The conditions in homes and facilities vary with each patient.
3. Providing own transportation to patients’ places of residence.
4. Successfully performing the essential duties and responsibilities of the position which requires:
   - regularly requires sitting, standing, walking, climbing stairs, driving a car, use of hands, talking, listening, and observing.
   - regularly requires reaching, stooping, bending, kneeling, and lifting/carrying up to 50 pounds.
   - regularly requires pulling patients to the side of the bed on a draw sheet, to a sitting position from the supine, or forward and up out of bed or chair in preparation for performing a standing pivot transfer.

**Immediate Supervisor:** Clinical Manager

The above statements are intended to describe the general nature and level of work to be performed. This is not to be construed as an exhaustive list of all responsibilities.

I have read and understand this job description.

Employee’s Signature_______________________________ Date__________

Supervisor’s Signature_____________________________ Date__________