



## Patient Care Associate/Assistant Job Description

**Effective Date:** 1/2004

**Date of Last Revision:** 2/14/14

### Position Summary

The Patient Care Associate (PCA) is a clinical multi-skilled partner who will participate with the interdisciplinary care team in the delivery of the patient's plan of care. The PCA provides hands on patient care and will assist the RN and other team members with treatments, procedures, and reporting pertinent information to the appropriate care team member. The PCA provides care under the direction of the RN. The PCA performs various service and technical duties necessary to provide for the comfort, care, and safety of patients under the direction of the Registered Nurse. Assists in maintaining supplies and equipment on the nursing unit.

### Principal Accountabilities and Essential Functions of the Job

*(Listed in order of importance and percent of time; what must be accomplished, not how it must be done):*

#### Major Areas of Responsibility/Essential Function

**% of Time**

1. Performs tasks for patients' Activities of Daily Living (ADL) to promote patient comfort and safety, by providing hands on care such as but not limited to the following examples: • Tray setup, feeding, bath, toilet • Make bed, reposition • Ambulate, lift/transfer	45%
2. Assists the RN with collection of patient data such as but not limited to the following examples: • Vital signs, patient weights, intake/output. • Documents patient care tasks performed and communicates effectively to RN on delegated tasks, such as but not limited to: • Patient data collection • Treatments, procedures • ADL's	15%
3. Communicates to patients, families and other team members as needed to provide quality and efficient patient care.	10%
4. Performs routine patient treatment/procedures as delegated by and under the supervision of RN (or other licensed professional) such as but not limited to the following examples: • Specimen collection • Tube feeding set-up • Oral suctioning • IV discontinuation • Fitting of assistive devices • Insertion/discontinuation of Foley catheter, enema • Dressing changes (routine based on patient aggregate) • Obtaining a 12-lead EKG • Incentive Spirometry • PT/OT modalities (under the direction of PT/OT)	10%
5. Promotes service excellence by addressing challenges quickly, continuously evaluating work processes for areas of improvement and exhibiting a supportive attitude toward change. Participates in quality improvement efforts. Maintains confidentiality of patient information. Promotes the safety of patients, self and other team members.	10%
6. Assists in the orientation and training of new staff as needed	5%
7. Responds according to role in Code 4 response, which includes but is not limited to: • Performing CPR • Functioning as a runner	3%
8. Performs other duties as assigned.	2%

### Education and Experience: (Checked minimum requirements for education and experience for this position.)

**Required Education** (Checked box)

**Experience Level** (Checked box(es))

**Preferred Education** (Checked additional box(es) with "preferred" in explanation field)

High School or Equivalent (GED)

0 – 2 years -

		<b>Knowledge, Skills &amp; Abilities required:</b>				
		1. Good interpersonal skills to interact positively and effectively with patients, visitors and hospital personnel.				
		2. Sound communication and writing skills.				
		3. Math skills to perform simple arithmetic calculations.				
		4. Observational and analytical skills to identify patient changes/problems analyze and react appropriately.				
		5. Familiarity with PC's and other computerized patient care tools, or demonstrated ability to learn.				
<b>Certification/Licensure Required for Job:</b>		<b>Education:</b> 1. Graduate of an accredited Nursing Assistant program. In lieu of this, selected candidate must participate in a training program provided by qualified WFH Educator. 2. Post high school course work or training in medical terminology is preferred. If not, again selected candidate is provided on the job training as needed.  <b>Certification/ Licensure Required for the Job:</b> 1. Certification as a Nursing Assistant at time of hire or within evaluation period. 2. BLS certified or obtained within initial evaluation period.				
		<b>Potential exposure to blood/body fluids:</b> <i>Performs tasks which involve exposure to blood, body fluid, or tissue.</i>				
		<b>Equipment Operated:</b> 1. 12-lead EKG 2. Bladder Scanner 3. Other patient care equipment as listed under the unit/aggregates' competencies. PC's and other computerized patient care equipment				
		<b>Physical Activity:</b> <i>(Check all that apply)</i>				
	<b>Activity</b>	<b>N/A</b>	<b>0-25%</b>	<b>26-75%</b>	<b>76-100%</b>	<b>Avg. lbs.</b>
	Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50
	Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 with assistance
	Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b>
	Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<b>Working Conditions:</b> Normal indoor patient care environment.				
		<i>The most significant duties have been included in this description. Other duties may be assigned as necessary. Staff One reserves the right to modify this job description as needed to accurately reflect the duties assigned.</i>				

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (print) \_\_\_\_\_



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