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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HEALTH CARE AIDE - CERTIFIED
<b>DEPARTMENT:</b>	CLINICAL PROGRAMS <ul style="list-style-type: none"><li>• RENAL HEALTH UNIT – SEE– APPENDIX A</li><li>• OPERATING ROOM – SEE – APPENDIX B</li></ul>
<b>CLASSIFICATION:</b>	HEALTH CARE AIDE TRAINED
<b>UNION:</b>	MGEU – HCSS
<b>STD. GRP#:</b>	42

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Health Care Aide is a member of the health care team, working under the direction of the Registered Nurse and /or Licensed Practical Nurse. The Health Care Aide is responsible for performing and assisting with duties related to meeting client/patient/resident personal needs in accordance with the established policies and procedures. The Health Care Aide must be able to function effectively in a dynamic and demanding environment utilizing nursing process of assessment, planning, implementation and evaluation.

The position of Health Care Aide functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

\*The word “patient” used throughout the document refers to patients, clients and residents.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

**Advocates on behalf of the IERHA as a whole**

- Promotes the mission, vision and goals of the IERHA
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), RHA policies and any other applicable legislation
- Adheres to policies and procedures
- Maintains facility dress code
- Maintains as acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP)
- Reports for work as scheduled in a prompt manner
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**Actively participates in the constant goal of improving service according to budgetary guidelines**

- Participates in Continuous Quality Improvement/Risk Management Activities
- Utilizes resources appropriately
- Has the ability to use time effectively

**Maintains a clean, sanitary and organized work environment including equipment**

- Ensures the equipment is in good working order and reports faulty devices to the charge nurse, Clinical Resource Nurse, or Clinical Team Manager
- Adheres to the cleaning schedule which includes cleaning of common ward equipment which includes but is not limited to stretchers, patient lifts, blood pressure machines

**Maintains a clean, sanitary and organized environment for patients/ residents/ clients**

- Serves meals / hands out meal trays following meal service where applicable
- Provides a neat and clean environment for all patient/resident maintain to code of cleanliness and sanitation as outlined in the infection Control Procedures
- Makes beds
- General cleaning and tidying of the patient/ resident care areas

**Ensures personal care, comfort and dignity of patient/resident**

- Provides basic personal care to patients/clients in a prompt efficient manner while treating each patient/resident with respect
- Uses techniques that enable the patient/resident to utilize their maximum ability while making personal choices
- Ensures personal comfort and care of patient/residents during completion of activities of daily living
- Meets basic human needs related to elimination, hygiene, mobility, nutrition, recreation, rest, safety, social and spiritual needs
- Washes hair, skin, nail, oral, ear and perineal, back massage and care to pressure areas, as well as, colostomy and ileostomy care
- Assists with hearing aids, glasses and prosthesis
- Assists with bowel and bladder care routines, preserving each patient/resident abilities and dignity
- Assist with dressing and undressing, promoting the patient/resident individuality, dignity and freedom of choice

- Assists each patient/resident to meet their dietary requirements by feeding, utilizing special devices, monitoring and encouraging food and fluid intake and assessing feeding and swallowing disorders related to a medical diagnosis.
- Guides patient/resident to participate in activities which are meaningful, purposeful and therapeutic within their abilities and desires. This including assisting to and from the activities
- Maintains a clean, sanitary and organized environment for patient/resident activity.
- With additional education and in accordance with regional policies/ operational directives/ procedures on assignment and delegation, may be assigned the following client care tasks:
  - Medication Assistance (oral medications, suppositories, topical medications, transdermal medications, inhaled medications, eye drops/ointments, ear/nose medications, subcutaneous injections)
  - Enteral feeding (via pump and via gravity)
  - Blood Glucose monitoring
  - Ostomy Care
  - Adjusting oxygen flow rates

#### **Promotes safety and health in the workplace**

- Positions, turns and transfers patient/resident using proper body mechanics that provide for safety of both patient/resident and self
- Operates mechanical equipment according to established safety standards
- Understands and follows legislation and workplace safety and health requirements
- Follows established safe work practices
- Uses appropriate safety devices
- Ensures that equipment is in good working order and reports faulty mechanisms to the nurse in charge
- Knowledgeable in facility fire, safety and disaster plans as well as policies and procedures related to security and patient/resident care
- Demonstrates knowledge in the use of equipment required for patient/resident care
- Reports incidents that result in injury to patient/resident, staff, visitors or self and reports unsafe acts and workplace hazards
- Assists in determining the cause of accidents and supportive to corrective action
- Initial clean-up of bodily fluids
- Cooperates with the Workplace Safety and Health Committee and others on safety and health issues
- Utilizes interventions to minimize the need for restraints
- When ordered maintains and monitors restraints application

#### **Maintains adequate inventory of personal care items on the ward and patient rooms**

- Restocks hygiene supplies as per schedule
- Replenishes supplies in patient/resident care areas
- Adheres to the cleaning schedule which includes assistive mobility aids, tub room, utility room and patient/resident personal care items
- Distributes personal laundry to patient/resident rooms or designated area

#### **Prepares instruments for sterilization**

- Gathers, washes and redistributes sterile supplies such as bedpans and urinals

**Assists with mobility and rehabilitative support**

- Assists with mobilization and provision of rehabilitative support for patient/resident based on their individualized care plan
- Uses rehabilitative devices including transfer belts, walkers, wheel chairs and whirlpool tubs according to operating instructions
- Assists patient/resident to maintain independence
- Provides range of motion exercises while doing ADL's (where applicable)
- Weighs patient/resident and records accordingly
- Collects specimens as directed
- Provides assistance with the application of splints, as directed by nursing.

**Daily Practice Updates**

- Keeps current by reading the communication book where applicable; ADL sheets, care plans, report book and staff meeting minutes

**Ensures client/patient/resident relationships**

- Demonstrates a kind and compassionate approach with genuine concern for the patient/resident
- Supports an environment that allows the freedom of choice, privacy and personal beliefs
- Responds to call bells promptly
- Respects patient/resident individuality and plans care around the patient/resident routine as much as possible
- Encourages patient/resident autonomy to preserve dignity and self-esteem
- Promotes quality of life
- Acts as a patient/resident advocate
- Encourages patient/resident to participate in programs and provides personal care at appropriate times to facilitate participation
- Takes opportunities while providing care to spend quality one-to-one time with patient/resident
- Recognizes the family/significant other as an integral patient/resident care
- Maintains care and security of patient/resident possessions
- Readily offers assistance to any of the patient/resident

**Ensures effective communication within the department and organization**

- Communicates with all department staff, individually and as a group, to promote efficient functioning and high morale
- Communicates with nursing supervisor to achieve efficient function of all services
- Liaison with outside agencies as required
- Follows proper accurate shift report
- Documents, if assigned by the nursing supervisor, in the patient/resident flow sheet
- Reports all pertinent information and observation in a timely manner
- Answers the phone professionally and relays messages appropriately
- Reports unusual incidents to the nurse in charge and completes occurrence reports as required

**Demonstrates professionalism within the Code of Conduct**

- Communicate effectively in a courteous, respectful and tactful manner with all

patient/resident, their families and other employees

- Respects others opinions, judgments and abilities
- Exhibits the ability to work effectively in a team environment
- Accepts direction and constructive criticism
- Demonstrates a flexible attitude towards change
- Capable and willing to exercise good judgment in making decisions
- Has the ability to promote harmonious relationships within the unit
- Demonstrates flexibility and the ability to prioritize
- Functions in a professional manner
- Assumes accountability for his/her actions
- Works within the scope of the job description and seeks supervision accordingly
- Exhibits confidence and initiative in the work environment

**Ability to recognize and pursue self-development opportunities**

- Recognizes his/her capabilities and limitations
- Participates in orientation programs and WHMIS training
- Identifies own learning needs and establishes a plan to meet those needs
- Participates in appropriate learning activities such as in services and journal reading
- Identifies own learning needs and establishes a plan to meet those needs
- Attends staff meetings

**Assists with training new staff as required**

- Readily offers assistance to other team members
- Assists with the education experiences of new staff and or students, acting as a resource and role model-preceptor or buddy

**Physical, Mental and Sensory Demands**

- Frequent lifting and assisting patients/residents using proper body mechanics and proper equipment
- Handling loads of between 10kg and 20 kg on a regular basis: level of unpredictability
- Extensive standing and walking, stooping, bending, crouching, pushing and pulling
- Potential for exposure to communicable diseases
- Risk for developing or aggravating a musculoskeletal injury

**OTHER:**

- Performs other duties as assigned.
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**QUALIFICATIONS**

\*FOR OPERATING ROOM REQUIREMENTS – SEE APPENDIX B

**EDUCATION/CERTIFICATION:**

- Health Care Aide Certificate from a recognized Educational Institute.
- Current certification in BCLS (excludes Personal Care Home).

**REQUIRED KNOWLEDGE:**

- Demonstrates understanding of the role of the Health Care Aide within a health care setting

- Knowledge of the techniques and procedures of patient/resident care related to activities of daily living.
- Knowledge of safe patient handling techniques.
- Knowledge of Violence Prevention Program training and processes.
- Acknowledgement of the infinite value of human life, respecting the rights of all individuals to live and die with dignity.
- Knowledge and understanding of P.I.E.C.E.S. (Not a requirement in the Acute Care setting).
- Knowledge and understanding of the Resident Bill of Rights (PCH program).
- Mandatory education sessions as set out by the program.

**EXPERIENCE REQUIRED:**

- Previous related experience in health care setting preferred.
- For dialysis positions, previous related experience in renal health care setting preferred. (See Appendix A).

**SKILLS/COMPETENCIES:**

- Ability to understand and follow verbal and written communication.
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy.
- Ability to work with minimal supervision.
- Ability to organize and prioritize tasks.
- Ability to recognize and pursue self-development opportunities.
- Ability to respect and promote confidentiality.
- Ability to respect and promote a cultural diverse population.
- Ability to work in a team environment.
- Ability to work in an environment that promotes and is conducive to pets where applicable.
- Mental and physical ability to meet the demands of the job.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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**WORK CONDITIONS:**

- The incumbent functions autonomously on a day-to-day basis and managers assigned duties accordingly.
  - May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
  - Required to wear approved uniform, footwear, and protective equipment.
  - Personal hygiene must be clean and free of artificial nails, perfume, or overly powerful scents.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follow recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems described in Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates and demonstrate an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicated any activity or action which may constitute a risk to patient safety.

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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
August 2022  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

## **Appendix A**

### **Renal Program**

- Collects and distributes supplies and equipment required for dialysis treatments and other nursing procedures as directed by the nurse.
- Assists in care of dialysis-specific equipment (i.e. disinfecting and rinsing machines, wiping down dialysis machines/Beds between treatments with appropriate solutions). (May not apply at all sites)
- Sets up and strips down dialysis stations and machines in preparation for patient treatments. (May not apply at all sites) Reports malfunctioning equipment to the professional nurse.
- Receives patient, weighs patient and settles patient in individual unit assisting with transfers as needed.
- Restocks supply carts and shelves routinely (this includes the nursing area, storage area, isolation and utility room), using an approved rotational method.
- Ordering of stock supplies ensuring adequate stock is in place from central storage at the site, as well as supplies from Winnipeg Dialysis.
- Answers telephone and relays messages as needed.
- Functions within established guidelines for compiling statistical information (utilization stats).
- Arrive and discharge patients in the Admission/Discharge/Transfer (ADT) system (may not be applicable to all sites). Requires approximately 15-30 minutes per shift.
- Prepares requisitions and forwards specimens to appropriate areas as indicated.



## **Appendix B**

### **Operating Room**

#### **Position Summary**

The Health Care Aide is a member of the health care team, working under the direction of the Registered Nurse. The Health Care Aide is responsible for performing and assisting with duties related to the efficient functioning of the Operating Room. Responsibilities include the transportation of patients and the delivery of patient-centered care, meeting client/patient needs in accordance with the established policies and procedures. Assists in a self-directed manner to ensure the smooth functioning of the Department.

The position of Health Care Aide functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

- Health Care Aide Certificate from a recognized Educational Institute.
- Current certification in BCLS.

##### **REQUIRED KNOWLEDGE:**

- Demonstrates understanding of the role of the Health Care Aide within a health care setting.
- Knowledge of safe patient handling techniques.
- Knowledge of Violence Prevention Program training and processes.
- Mandatory education sessions as set out by the program.

##### **EXPERIENCE REQUIRED:**

- Two (2) years recent Operating Room experience required.

##### **SKILLS/COMPETENCIES:**

- Ability to understand and follow verbal and written communication.
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy.
- Ability to work with minimal supervision.
- Ability to organize and prioritize tasks.
- Ability to recognize and pursue self-development opportunities.
- Ability to respect and promote confidentiality.
- Ability to respect and promote a cultural diverse population.
- Ability to work in a team environment.
- Mental and physical ability to meet the demands of the job.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

## Surgical Patient Care and Operating Room Duties

### Equipment & Supplies

- Ensure surgical supplies are complete and stocked; handles sterile supplies utilizing acceptable standards
- Distributes linen and sterile water as needed
- Prepares and stocks specimen containers as directed; handles chemicals safely
- Assists with the preparation, assembly and wrapping of supplies and equipment for sterilization
- Assists with the cleaning, assembly and storing of instruments
- Orders and maintains stocks of all supplies, instruments, equipment, drugs and linen
- Puts away unused supplies, drugs, instruments, equipment, and linen. Cleans and restocks supply carts and cupboards as required.
- Dry dust surfaces
- Cleans theatres after surgery and sets up prior to surgery according to accepted OR practices. Works with the entire team to accomplish changeover between surgical cases in a thorough yet timely and efficient manner. Assists in maintaining a safe, clean and pleasant environment for patients
- Cleans the equipment and furniture in the operating room daily
- Maintains the utility rooms, sterile core, and supply and equipment rooms in a clean and orderly manner
- Performs other cleaning duties as assigned; keeps work areas tidy
- Decontaminates x-ray gowns between cases

### Patient Care – before, during and after surgery

- Provides or assists with patient care within the Operating Room as requested, including patient positioning, performing shave preps and assisting with elimination needs
- Transfer patient to the Operating Room
- Ensures equipment readiness (bed, monitors, stirrups)
- Transports specimens, patient charts, laboratory results and equipment as needed
- Brings stretcher with O<sub>2</sub> tank and slider board
- Preps patient stretcher/bed
- Brings forward the next case cart