

**LESTER SENIOR HOUSING COMMUNITY
JOB DESCRIPTION
ANNUAL EVALUATION AND COMPETENCY
PERSONAL CARE AIDE**

EMPLOYEE NAME _____

Department: Nursing

Position Title: Personal Care Aide

Reports to: Charge/Head Nurse

New Hire _____ **Annual** _____ **Re-Evaluation** _____

Evaluation Period: From _____ **To** _____

Date of Hire: _____

Position Summary:

The overall purpose of your position is to maintain a social system which encourages and supports residents to function at a maximum level of independence, dignity, well being and comfort. Responsibilities to each resident may vary, depending on the resident's functional ability, the Plan of Care and specific needs and requirements specified on the P.C.A. assignment sheets.

Qualifications:

To perform this job successfully, the following education, training, certification, language skills is required:

1. Certified as a Nurse Aide, or Home Health Aide in New Jersey.
2. Proficiency in the English language.

Reasoning Ability:

Based upon the Mission, Vision and Values of Lester Senior Housing the following abilities are required to successfully accomplish the essential duties of this position:

1. Ability to report any and all changes observed in a resident's condition to the nurse
2. Ability to follow instructions/directions as given
3. Ability to recognize a dangerous or life-threatening situation and either rectify it or call for the appropriate help

Contacts:

The employee in this position will routinely encounter the following contacts while conducting his/her department's business.

Most Frequent Contacts	Nature or Purpose of Contact
Other Employees	Care of residents
Residents	Care of residents
Family Members	Care of residents
Volunteers	Care of residents
Visitors	Care of residents
Outside Agencies (State, Federal and local regulatory bodies)	Surveys and other regulatory activities

Leadership Responsibilities:

The following level or kind of leadership responsibility is assumed by this position:

Work Leader Responsibility: May have a new employee shadow work as a part of a new hire department orientation.

Physical Demands:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects etc. Essential functions of nurse aide include: Kneeling, lifting, pulling, pushing, reaching, standing and stooping.

In completing the competencies and evaluation section of this form, rate the employee's performance using the following scale:

4 = Exceeds Performance Expectations

2 = Meets Performance Expectations

0 = Does Not Meet Performance Expectations/Needs Improvement

SPECIFIC DUTIES AND RESPONSIBILITIES:

All of the duties and responsibilities listed below are considered to be competencies for this position.

All of the duties and responsibilities listed below are considered essential duties under the ADA for this position.

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JOB ETHICS	Rating	TRANSFER ABILITIES	Rating
Arrives on unit on time prepared to work		One Person	
Listens to report		Two Person	
Demonstrates awareness of resident's needs			
Uses P.C.A. assignment sheet appropriately		Proper use of wheelchair	
Adheres to dress code/appearance			
Respects Confidentiality			
Accepts constructive criticism			
Overall quality of work			
Resident care given in safe manner			
Adaptability under stress and flexibility			
Respectful of resident's rights			
Respectful and considerate use of equipment for care		OBSERVATION SKILLS	
		Able to recognize a change	
		Reports changes	
SKILLS – INCLUDING ADL's		Aware of the signs and symptoms of illness or change of status; i.e. skin, color, behavior, appetite	
Bathing		Recognizes signs and symptoms of pain, verbal and non-verbal	
Dressing/Grooming		Reports all signs or symptoms of pain	
Oral hygiene		Recognizes signs and symptoms of abuse	
Nail care		Reports abuse appropriately	
Shaving			
Providing assistance in Dining Room			
Helps feed residents safely		COMMUNICATION SKILLS	
		Interacts well with peers	
		Demonstrates understanding in working with geriatric population	
Adheres to infection control practices		Interacts well with nursing staff	
		Interacts well with supervisory personnel	
Positioning of resident		Skilled when dealing with a behavior problem i.e. combative/verbally abusive	
Good skin care		Uses good communication skills when caring for a difficult resident	
Demonstrates accuracy in taking a temperature		Knows when to take a "time out"	
Caring for resident in safe environment		Communicates politely with families	
Keeps resident's apartment neat		Demonstrates knowledge of reporting resident or family complaints	
Demonstrates proper use and knowledge of Fall Prevention Program		Demonstrates knowledge of dementia	
Demonstrates knowledge of resident laundry schedule and launders clothes appropriately		Skilled when dealing with behaviors related to dementia	
		Demonstrates knowledge of R.A.C.E	

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RESTORATIVE CARE AND ADAPTIVE DEVICES			
		OTHER	
		Demonstrates knowledge of facility policy for Zero Tolerance for Workplace Violence and Substance Abuse	
		Demonstrates knowledge of the mission and vision	
		Demonstrates knowledge of how specific position responds to Fire Alarm	
		Understands specific responsibilities in a resident elopement situation	
Care of dentures		Attends all mandatory inservices attentively	
Care of eyeglasses		Assists residents to attend activities as needed	
Care of hearing aide		Assists residents during meals as directed	
		Completes all paperwork in a timely manner	
		Signs off on assignment sheets after each task	
		AGE SPECIFIC COMPETENCIES	
		Able to communicate effectively with residents age 65 and over	
		Able to identify abuse in residents age 65 and over	
		Able to provide appropriate ADL care for residents age 65 and over	

DEVELOPMENT EVALUATION AND PERFORMANCE IMPROVEMENT

Prior Goal Review Summary:

Review goals of prior evaluation indicating whether or not the goals were met in full, partially or not met at all. If goals were met partially or not at all indicate the reasons.

Prior Areas for Improvement Summary:

Review areas for improvement in prior evaluation indicating whether or not the areas were completely improved, partially improved or not improved at all. If the areas were partially improved or not improved at all indicate the reasons.

Strengths:

Give specific examples of the employee's strengths and any additional accomplishments during this evaluation period:

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Areas for Improvement:

Give specific examples of improvement expected during this upcoming evaluation period. Consider all aspects of the employee's performance or behavior in which improvement is required, included but not limited to time and attendance, cooperation with other employees, residents, families or visitors, provision of customer service, ability to perform required position competencies, sensitivity to cultural diversity, etc.

IDENTIFIED AREA FOR IMPROVEMENT	ACTION STEPS	TIME FRAME

Development Goals:

List the agreed upon employee development goals for the next evaluation period.

Employee's Comments:

PART A. Complete Part A for all evaluations but skip to Part B at time of initial hire

Signatures:

Evaluator Signature

Date

Printed name of Evaluator

Employee's Signature

Date

Printed Name of Employee

PART B. Complete Part B at the time of hire only:

ACKNOWLEDGEMENT OF JOB DESCRIPTION:

I have read this job description and fully understand the requirements set forth herein. I agree to perform the identified essential functions in a safe manner in accordance with facility procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminant or hazardous chemicals and that the facility will provide me with instructions on how to prevent and control such exposures. I

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DAY TWO

- AGE RELATED CHANGES & DISEASE PROCESS
- DEMENTIA
- FALLS
- POLICY & PROCEDURE REVIEW
- ABUSE PREVENTION & REPORTING
- DISASTER
- MEDICAL EMERGENCY
- FIRE
- RESIDENT RIGHTS
- CONFIDENTIALITY AND PRIVACY
- TEAM BUILDING SKILLS & TEAM SPIRIT

AT THE CONCLUSION OF ORIENTATION, I CERTIFY I HAVE RECEIVED INSTRUCTION ABOUT AND PARTICIPATED IN DISCUSSION OF THE TOPICS LISTED ABOVE.

DATE: _____ SIGNATURE: _____

Orientation competency

All areas listed in this document are required competencies for this position. The department head must ensure that said employee is capable of performing their functions /duties in a competent manner. The employee can represent their competence via return demonstration, verbal return of understanding supervisor's observation of duties performed or any other means the supervisor requires in determining competence.

Orientation Completion:

At the close of orientation, provide a plan of correction for any competencies that require further education or supervision

ATTESTATION OF COMPETENCE AND ORIENTATION

I have provided this employee with a full department orientation and have determined that this employee is deemed competent to perform all of the duties and responsibilities within this orientation including those areas identified as requiring a competency assessment. If an area is not deemed as competent, further education and supervision will be provided until competence in that area is met.

Evaluator

Date