

## INPATIENT UNIT AIDE

### MAIN PURPOSE:

**FLSA:** Non-Exempt

Performs non-skilled personal care for patients/families under the supervision of a Registered Nurse.

### REPORTING RELATIONSHIP:

Reports directly to the Inpatient Unit Coordinator, and is accountable to the Assistant Director of Nursing or the Director of Nursing.

### ESSENTIAL FUNCTIONS:

#### Patient Care:

- Provides care and services to patients according to the care plan or as approved by the RN.
- Assists with activities of daily living as directed:
  - (a) Performs bed making duties
  - (b) Prepares meals and cleans items used in preparation and kitchen area
  - (c) Light cleaning duties
- Offers support and encouragement to patients and families
- Demonstrates proper body mechanics when performing patient care, utilizing appropriate techniques to accomplish tasks.
- Performs job duties under the direction of the Registered Nurse.

#### Reporting Changes:

- Reports significant changes in the patient's mental and/or physical condition, changes in scheduling, complaints or special requests, equipment problems, or patient incidents such as falls, which may have caused injury.
- Demonstrates good judgment in knowing what information needs to be communicated.
- Handles communication in a timely manner.

#### Documentation:

- Maintains daily documentation of patient care provided on appropriate forms.
- Records patient's complaints or changes reported to nurse.

### ADDITIONAL FUNCTIONS:

- Committed to Agency resolution against fraud and abuse.
- Knowledgeable in hospice philosophy and state and federal rules and regulations.
- Arrives to work and meetings on time and ready to work.
- Respects confidentiality of patients/families and other Agency employees.
- Attends educational meetings/conferences for professional growth as required.
- Sees change as an opportunity and maintains a level of flexibility which allows for adaptation to new ways of performing.
- May be required to work either IPU based on staffing needs and/or acuity

- Follows directions and policies that allow for an organizational commitment to working under time pressures without sacrificing quality.
- Performs other duties that may be assigned.

**JOB REQUIREMENTS:**

- Possesses the ability to perform the following tasks for varying periods of time: standing, walking, sitting, lifting objects up to 75 lbs., pushing/pulling objects up to 200 lbs., climbing stairs, stooping, kneeling, twisting, bending, reaching overhead and in front of body, simultaneous use of both hands, wrists, and fingers.
- Possesses the ability to perform the following tasks for varying periods of time: speak in conversational tones utilizing the English/American Language, hear conversations as well as bodily function sounds with various medical or non-medical devices, observe patients via touch sensitivity that is strong enough to palpate various areas on the human body and allow an accurate reporting of a pulse, see with vision acuity: near, 20 inches or less, and far, 20 inches or more, with or without corrective devices such as glasses or contacts, have a depth perception of three dimensions, and a sharpness of vision/focus with adequate peripheral vision to allow an acute awareness of surroundings.
- Possesses the ability to work in a variety of environmental conditions that include, but are not limited to the following: dust, fumes, noise, closed-in spaces or rooms, and locations with poor or improper lighting and glare.
- May be required to work in shifts that may be steady or rotating.

**QUALIFICATIONS:**

- Prior training and experience as a Home Health Aide is required with Indiana certification as a Nurse Aide preferred.

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Employee Signature

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Date