



Title: **PERSONAL SUPPORT WORKER**
Department/s: **Nursing**
Approved By: **Senior Management Committee**
Date Approved: **Mar 20 1992**
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POSITION SUMMARY

The Personal Support Worker (PSW) at Fairhaven is responsible for providing resident care to a group of residents under the direction of the RN and RPN. The PSW is responsible for providing this care in a safe and competent manner within her scope of practice. The PSW is required to utilize the transfer logo system and the resident ADL cards in the delivery of care.

The PSW demonstrates competence at the current level of knowledge of his or her practice, seeks help and guidance when unable to perform competently, refrains from practicing beyond his or her competence and is accountable for his or her own actions.

RESPONSIBILITIES

1. Observes:
 - General appearance of resident
 - Seeks direction in determining usual emotional, social, behavioral and physical pattern
 - Recognizes obvious change in usual pattern
2. Communicates:

Reads, writes and speaks in English as required for taking direction and performing job-related activities.

Verbally and Non-verbally:

- Interacts one-to-one with residents with or without language barriers, sensory deficits and/or communication aides
- Interacts with groups
- Listens effectively
- Validates individuals communication
- Verbalizes recognized changes
- Seeks direction
- Reports daily activities and/or observations
- Participates in team conferencing

Written:

- Documents care given as appropriate
 - Follows direction of care plan
3. Provides preventative skin care:
- Turns resident as per care plan or as appropriate
 - Positions resident in bed or chair
 - Implements measures to relieve pressure around bony prominence
 - Seeks direction in determining usual skin appearance
 - Recognizes changes in skin appearance and reports
4. Assists with hygiene, grooming and dressing.
- Implements measures to keep body clean, comfortable and free from odour e.g. pericare, oral care
 - Bathes resident
 - Seeks direction in determining appropriateness of type of bath (tub, shower, bed)
 - Seeks appropriateness of therapeutic additives to bath and prepares bath water with additive
 - Washes and grooms hair
 - Attends to facial hair
 - Cleans and cuts healthy finger and toe nails where it has been determined there are no pre-existing contraindications
 - Reports incidence of "Problem" nails to registered staff
 - Assists with dressing
 - Seeks direction in determining appropriateness of assistive clothing devices
 - Assists and encourages use of same
 - Inform RPN when diabetic residents' nails need attention.
5. Assists with use and care of adaptive aids:
- Hearing aides
 - Glasses, artificial eyes, contact lenses
 - Dentures
 - Artificial limbs, braces and splints
6. Assists with elimination and toileting:
- Seeks direction in determining usual elimination pattern and habits
 - Supports individuals usual elimination patten and habits
 - Recognizes changes in usual frequency, character and /or pattern of elimination
 - Implements simple measures to encourage elimination e.g. extra fluids, tap water (excluding suppository and/or enema)
 - Utilizes bedpans, urinals, commodes, incontinent products as appropriate (including condom drainage) Measure indwelling catheter drainage every shift.
 - Implements bowel and bladder training program as per care plan

- Cleans peri-anal region
 - Observes and reports results of usual elimination as well results of enema and/or suppository
7. Assists with nutrition following Compliance Standards regarding dining service:
- Assists with food selection for residents with regular nutritional requirements
 - Observes and documents food and fluid intake and reports changes in residents eating habits or abilities
 - Feeds residents as necessary
 - Seeks direction in determining degree and appropriateness of assistance with feeding
 - Encourages food and fluid intake
 - Seeks direction in determining appropriateness of feeding aides
 - Assists with use and care of feeding aids
8. Ambulates/Mobilizes/Transfers:
- Uses effective body mechanics
 - Seeks direction in determining appropriate transfer
 - Transfers residents as per transfer logo
 - Reports changes in abilities of resident re: transfer to registered staff and ensure proper logo is posted
 - Assists with ambulation when resident understands use of device: crutches, cane, walker, wheelchair
 - Assists with ambulation of resident with sensory deficits
 - Seeks direction in determining appropriateness of use of mechanical lifts
 - Uses and assists with use of mechanical lifts in a safe manner according to procedure
 - Recognizes and reports unsafe transferring equipment appropriately
9. Provides cognitive, social, emotional support:
- Seeks direction in determining appropriateness of orientation or validation techniques
 - Implements orientation or validation plan for residents
 - Encourages residents in decision making process as per care plan
 - Implements safety measures for the cognitively impaired resident
 - Recognizes and reports safety hazards
 - Implements simple measures to minimize aggressive behaviour as per care plan
 - Observes and respects residents' rights, dignity, and privacy
 - Develops supportive relationship with resident
 - Encourages independence and self-care

10. Implements Infection Control Measures:

- Implements preventative infection control measures including hand washing appropriately, caring for soiled linen and cleanliness of equipment and environment
- Implements universal precautions and isolation technique as determined by registered staff

11. Assists with Restorative Care:

- Implements activation/restorative care programs as determined by RN
- Encourages and assists with residents participation in activities
- Encourages exercise including active range of motion
- Implements passive range of motion as determined by RN

12. Implements emergency measures:

- Identifies and acts appropriately in emergency situations e.g. fire
- Performs basic first aid measures
- Performs obstructed airway maneuvers i.e. Heimlich
- Reports and removes potential fire hazards
- Uses fire alarms and fire extinguishers appropriately

13. Provided care after death:

- Cares for body appropriately and in a dignified manner

14. Collects and monitors Resident information:

- Seeks direction in determining appropriateness of intervention
- Performs the following interventions:
 - Measures and records fluid intake and output
 - Collects voided urine spec. and stool spec.
 - Tests urine for glucose and acetone
 - Measures and records height and weight
 - Measures and records oral, rectal and axillary temperature
 - Measures and records radial pulse
 - Measures and records respirations

15. Performs other skills:

- Uses metric system
- Uses 24 hundred hour clock
- Understands and uses terms and abbreviations
- Makes unoccupied and occupied beds
- Maintains comfort and safety of resident's immediate environment
- Identifies and reports comfort and safety factors beyond PSW's control
- Recognizes and cares for dangerous substances in accordance with WHIMS
- Attends appropriate in-services and training sessions

16. Completes documentation in a timely manner. E.g. tic sheets, update ADL cards on bath days, update work routine monthly.
17. Maintain resident's environment to keep them neat and tidy. E.g. bedside tables, closets, make bed as necessary.
18. Maintains a positive and harmonious relationship with all members of the Fairhaven community.
19. Participates in Fairhaven's WHMIS program.
20. Participates in Fairhaven's Health and Safety program.
21. Participates in in-service education as required.
22. Implements preventative infection control measures.
23. Ensures that all activities are carried out in a manner to reduce risk of injury to resident and staff.
24. Participate in Fairhaven's Quality Services program.
25. Participates in other work-related duties as outlined by his/her manager.

REVIEW AND EVALUATION

A written performance appraisal will be completed by the Registered Nurse prior to the end of the incumbent's probationary period, and bi-annually thereafter.

If a need is evident, an appraisal will be done more frequently.

REPORTING RELATIONSHIP

Reports to a designated Registered Nurse or Registered Practical Nurse.

QUALIFICATIONS

- Completion of approved PSW program (approved by Ministry of Colleges and Universities or Ministry of Education)
- Assertive and effective problem solving, conflict resolution and communication
- Experience working in the geriatric field.
- Able to fulfil the physical demands of the position