

TITLE: JOB DESCRIPTION FOR HOME HEALTH AIDES

EFFECTIVE: 01/01/2020

PURPOSE:

Define the scope of practice for all Home Health Aides under the guidelines of Florida Home Health Agency

POLICY:

1. If home health aide successfully completes training through a vocational school approved by Florida's Department of Education, the individual must present to a home health agency a diploma issued by the vocational school. If the home health aide completes the training through a home health agency, and wishes to be employed at another agency, the individual must present to the second home health agency documentation of successful completion of training.
2. Home health aide training must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years nursing experience one of which must have been in the provision of home health care.
3. Every home health aide, a home health agency shall have on file documentation of successful completion of at least forty hours of training, pursuant to Section 400.497(1), F.S., in the following subject areas:
 - a) Communication skills;
 - b) Observation, reporting and documentation of patient or client status and the care or services provided;
 - c) Reading and recording temperature, pulse and respiration;
 - d) Basic infection control procedures;
 - e) Basic elements of body functions that must be reported to the registered nurse supervisor;
 - f) Maintenance of a clean and safe environment;
 - g) Recognition of emergencies and applicable follow-up within the home health aide scope of performance;
 - h) Physical, emotional, and developmental characteristics of the populations served by the agency, including the need for respect for the patient or client, his privacy, and his property;

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- i) Appropriate and safe techniques in personal hygiene and grooming, including bed bath, sponge, tub, or shower bath; shampoo, sink, tub, or bed; nail and skin care; oral hygiene; care of dentures;
 - j) Safe transfer techniques, including use of appropriate equipment, and ambulation;
 - k) Normal range of motion and positioning;
 - l) Nutrition and fluid intake;
 - m) Cultural differences in families;
 - n) Food preparation and household chores
4. Responsibilities of the home health aide shall include the performance of all personal care activities contained in a written assignment by a licensed health professional employee or contractor of the home health agency and which include assisting the patient or client with personal hygiene, ambulation, eating, dressing, shaving, physical transfer, and other duties as assigned.
5. Scope of practice includes assistance with activities of daily living” which means a home health aide provides to the patient individual assistance with activities of daily living, including the following:
- a) Ambulation. Providing physical support to enable the patient to move about within or outside of the patient’s place of residence. Physical support includes holding the patient’s hand, elbow, under the arm, or holding on to a support belt worn by the patient to assist in providing stability or direction while the patient ambulates.
 - b) Bathing. Helping the patient in and out of the bathtub or shower being available while the patient is bathing. Can also include washing and drying the patient.
 - c) Dressing. Helping patients, who require assistance in dressing themselves, put on and remove clothing.
 - d) Eating. Helping with feeding patients who require assistance in feeding themselves.
 - e) Personal hygiene. Helping the patient with shaving. Assisting with oral, hair, skin and nail care.
 - f) Toileting. Reminding the patient about using the toilet, assisting him to the bathroom, helping to undress, positioning on the commode, and helping with related personal hygiene, including assistance with changing of an adult brief. Also includes assisting with positioning the patient on the bedpan, and helping with related personal hygiene.
 - g) Assistance with physical transfer. Providing verbal and physical cueing, physical assistance, or both while the patient moves from one position to another, for example between the following: a bed, chair, wheelchair, commode, bathtub or shower, or a



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standing position. Transfer can also include use of a mechanical lift, if a home health aide is trained in its use.

6. Home Health Aide assisting with self-administered medication must receive a minimum of 2 hours of training (which can be part of the 40 hour home health training) prior to assuming this responsibility.
7. Training must cover state law and rule requirements with respect to the assistance with self-administration of medications in the home, procedures for assisting the patient with self-administration of medication, common medications, recognition of side effects and adverse reactions and procedures to follow when patients appear to be experiencing side effects and adverse reactions.
8. Training must include verification that each Home Health Aide can read the prescription label and any instructions. Individuals who cannot read must not be permitted to assist with prescription medications. Other courses taken in fulfillment of this requirement must be documented and maintained in the Home Health Aides personnel file.
9. Assistance with self-administered medication by a Home Health Aide. Supervision of self-administered medication in the home is limited to the following:
 - a) Obtaining the medication container from the storage area for the patient,
 - b) Ensuring that the medication is prescribed for the patient,
 - c) Reminding the patient that it is time to take the medication as prescribed, and
 - d) Observing the patient self-administering the medication.
 - e) Prepare necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication;
 - f) Open and close the medication container or tear the foil of prepackaged medications;
 - g) Assist the resident in the self-administration process. Examples of such assistance include the steadying of the arm, hand, or other parts of the patient's body so as to allow the self-administration of medication;
 - h) Assist the patient by placing unused doses of solid medication back into the medication container.
10. Home Health Aide shall not change sterile dressings, irrigate body cavities such as giving an enema, irrigate a colostomy or wound, perform a gastric irrigation or enteral feeding, catheterize a patient, administer medication, apply heat by any method, care for a tracheotomy tube, nor provide any personal health service which has not been included in the plan of care.



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11. Home health aides who are trained in another state must provide documentation of course completion to the employing home health agency. Individuals, who have graduated from an accredited school of nursing and are waiting to take their boards for licensure in Florida, can work as a home health aide. Registered nurses and licensed practical nurses who can show proof they are licensed in another state or in Florida, can work as a home health aide in Florida.
12. Home health aide training must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years nursing experience one of which must have been in the provision of home health care.
13. A licensed home health agency may choose to administer the Home Health Aide Competency Test, form number AHCA 3110-1007, February, 2001, incorporated by reference, in lieu of the forty hours of training required.
14. This test is designed for home health agencies to determine competency of potential employees. This written and practical test can only be used by licensed-only agencies.
15. Home health agencies that choose to administer the test, must maintain documentation of the aide's successful passage of the competency test. However, if the home health aide does not pass the test, it is the decision of the home health agency giving the test as to whether the aide may take the test again.
16. The home health agency may also provide training or arrange for training in the areas that were not passed on the test prior to the aide re-taking the test.
17. The Home Health Aide Competency Test, form number AHCA 3110-1007, February 2001, has two parts: a practical part in which competency is determined through observation of the performance of tasks and a written part with questions to answer.
18. Successful passage of the test means the accurate performance of all 14 tasks on the practical part plus correctly answering 90 of the 104 questions on the written part.
19. Successful passage of the competency test alone does not permit a home health aide to assist with self-administration of medication.
20. Any staff person of a home health agency may administer the written portion of the test, but the practical competency test must be administered and evaluated by a registered nurse or a licensed practical nurse under the supervision of a registered nurse. The staff person, registered nurse, or licensed practical nurse may also be responsible for grading the written test.
21. When a home health aide completes the competency test through the employing agency and wishes to be employed at another agency, the home health agency shall furnish documentation of successful passage of the test to the requesting agency.



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22. Documentation of successful passage may be provided in a format established by the home health agency, except as prohibited that specifies limitations on the manner in which a home health agency may describe home health aide training.
23. The documentation, at minimum, should include the home health aides name, address and social security number; the home health agency's name and address; date the test was passed; the signature of the person providing the documentation; and any other information necessary to document the aide's passage of the test.

I understand that this is a general list of those duties I might be asked to perform. I agree that I will check with Right Accord if I am unsure about my responsibilities while on an assignment.

I have thoroughly read and understand the duties of this position description.

EMPLOYEE SIGNATURE

DATE

RIGHT ACCORD REPRESENTATIVE

DATE