

JOB DESCRIPTION – Lead Primary Care Attendant with MedTech Certification (rev. 10/30/12)

The primary obligation of all WestHaven Ministry employees is to provide excellent personalized care to all of our residents in the context of a Christ centered residential community. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry and whose business ethics uphold the highest standards of an authentic Christian faith.

JOB TITLE: Lead Primary Care Attendant with MedTech™ Certification (PCA/MT)
REPORTS TO: Director of Resident Services (DRS)
STATUS: Shift work, paid an hourly wage.

POSITION SUMMARY:

PCA/MTs are WestHaven's lead care providers responsible for the monitoring and delivery of personal care services provided to all residents while insuring full compliance with the physician's orders, state licensing, and needs of the resident as identified in the resident's needs/appraisal service plan.

THREE ESSENTIAL FUNCTIONS of the Lead PCA/MedTech™:

Essential Function #1 – Resident Medications Administration

The Lead PCA/MT is charged with insuring that all residents requiring assistance with self-administration of medications receive error free delivery of all ordered medications and prescribed medical treatments.

- ❑ Meet all training requirements – initial and ongoing – for MedTech™ Certification as outlined elsewhere.
- ❑ Administer medications directly to residents in manner prescribed by residents physician and DRS.
- ❑ Document deliveries of medications, from all sources, on centrally stored medications logs.
- ❑ Secure all medications per facility policies, including medications or treatments discovered in resident rooms without "bedside orders". Insure bedside ordered medications are properly labeled.
- ❑ Document medications administered to residents on the resident's MAR's. Records results of PRN meds.
- ❑ Follow procedures for destruction of discontinued medications. Complete destructions in a timely manner.
- ❑ Follow up on inaccurate, missing, or incomplete physician's orders. Keep accurate record of follow ups.
- ❑ Identifies and corrects errors in documentation as discovered – reporting same to DRS.
- ❑ Communicates with medical providers offices to insure accurate implementation of physicians' orders.
- ❑ Advocates for resident wellness with the DRS, resident family, and the resident's primary care physician.

Essential Function #2 – Direct Care Quality Assurance and Documentation

PCA/MTs oversee the delivery of care for all residents and insure that accurate documentation is produced to insure all required care is being consistently performed by all direct care staffs.

- ❑ Reads, fully understands, and implements the residents' plan of care and all care directives from the DRS.
- ❑ Insures all direct care attendants deliver and accurately document care services provided on the residents Quick Look Care Summary and/or other directives from the DRS using WH level of care (LOC) definitions.
- ❑ Insures all direct care staffs complete Incidental Services forms per policy for incidental care or supplies.
- ❑ Insures preparation of a draft Unusual Incident Report documenting any resident accident, resident fall, erratic behaviors, or behaviors which violate resident rights. Contact family during shift to report such incidents. Complete draft report within 4 hours of incident and turn in to administration for final drafting. Insure follow up as needed following an incident involving an injury or change of medical condition.
- ❑ Meet with DRS and/or other Lead Care Staff as needed to insure timely follow up on Medical Administration Records, centrally stored medications, and any ordered treatments.
- ❑ Communicates using written forms and voice mail with DRS and direct care staffs, leadership, families, and/or medical providers to insure follow-ups are carried forward for any unmet needs. Insures all personal resident needs to include; bathing, grooming, hygiene, mobility, and activities of daily living (ADLs) supports are delivered to insure all residents function at their highest level physically, cognitively, and socially.

Essential Function #3 – Direct Care Staff Supervision

PCA/MTs provide immediate supervision and direction to direct care staffs to insure all staffs function in a coordinated and efficient manner. Our PCA/MTs function as "floor supervisors" with limited authority of the DRS to direct all care and staffs assigned to provide such care. WestHaven is a "leadership by example" culture.

- ❑ Provide leadership to direct care staffs by identifying and communicating resident care priorities.
- ❑ Provide direction to care staffs in real time regarding changes in residents' condition or care plans.
- ❑ Provide assessment of quality of care and report to the DRS or other Supervisors with timely and accurate reports of their assessments and observations.
- ❑ Immediately contact the DRS or on-call Supervisor in the event of any conflict arising with another staff member to insure compliance by all staffs with policy directives from facility management.
- ❑ Provides leadership to direct care staffs by personally assisting residents with continence care. Care will regularly include perineum care, toileting assistance, needed bathing, and laundry services to protect the dignity of residents who are incontinent.
- ❑ Provides leadership to direct care staffs by communicating with residents, guests, and service providers in a manner consistent with our professional and Christian standards of conduct.
- ❑ Provides leadership to direct care staffs by protecting the rights of each resident by handling their personal care with discretion and professionalism.
- ❑ Provides leadership to direct care staffs by making regular rounds, checking on all residents assigned to their care, at least once every 4 hours and record observations/needs as directed.
- ❑ Provides leadership to direct care staffs in handling dementia residents with patience – providing assurance of their safety, redirecting to reduce anxiety, and reorientation to address confusion. Audits resident records according to facility policies. Corrects errors and omissions as needed.

QUALIFICATIONS:

- Must profess a personal faith in Christ as Savior and have demonstrable evidence of the power of the Spirit of God over all matters of faith and personal conduct. Able to provide spiritual comfort, prayer, and counsel to residents in a manner that upholds the WestHaven Statement of Faith and Mission Statement.
- Regular attendee or member of a conservative, bible-believing Christian church whose statement of faith is in agreement with that of the WestHaven ministry.
- Submission of an approved Pastoral Reference, maintained and updated annually, which indicates regular attendance and good standing in a local church.
- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test. Both must be on file within 7 days of start of work.
- Clear criminal record and fingerprint clearance prior to initial presence in facility.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Maintenance of MedTech Certification(s), and applicable state trainings (AB2609) as required, including acceptable performance audits by DRS.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Ability to handle confidential information professionally and with discretion.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Read, writes, and speak English.
- Must be 18 years of age or older.
- Must meet the physical requirements of WestHaven Assisted Living as outlined in the Ministry Staff Essential Functions & Physical Requirements.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or Equivalent Required.
- Must possess and demonstrate good written and verbal communication skills.