

POSITION DESCRIPTION

SECTION A: Position Identification POSITION TITLE: Care Team Assistant		CLASSIFICATION: (HR USE ONLY)	
DEPARTMENT:		DIVISION:	
POSITION # <i>(HR USE ONLY)</i>	MANAGEMENT	EXCLUDED	BARGAINING UNIT X

SECTION B: Reporting Structure:

Your Supervisor's Title:

His/Her Supervisor's Title:

Other Positions that Report to Your Immediate Supervisor:

SECTION C: Program/Functional Area:

(Provide a brief description or Organizational Unit in which the position is located. This Section should include whether services are multi-site, multi-disciplinary, site, district, provincially or regionally focused; nature of population served, etc.)

SECTION D: Position Summary:

Under the supervision and direction of the regulated health professionals, the Care Team Assistant (CTA), provides direct, hands-on care based on the needs of the patient and/or unit. As a member of the collaborative care team, the CTA is responsible for supporting patients' Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL). The CTA also reinforces patient and family teaching according to established guidelines and the plan of care.

SECTION E: MAJOR RESPONSIBILITIES: (indicate approximate % of time spent on each)

The CTA functions in an assistive role to regulated health care professionals in the provision of patient care activities:

1. Collect data as assigned to support patient assessment
2. Observe patients' general condition and well-being while responding to unmet needs as appropriate
3. As a member of the care team, contribute to the development of the plan of care
4. Assists in the implementation of the care plan, including:
 - a. Provide assistance with ADL, such as grooming and personal hygiene, dressing/undressing, eating/fluids, toileting/elimination, etc.
 - b. Provide assistance with IADL, such as preparing the patient for meals, using the phone, social/recreation/leisure events, identify supports,
 - c. Apply non-medicated creams/ointments and hydrating/lubricating eye drops
 - d. Apply medicated creams/ointments as a delegated activity
5. Provide assistance with implementing the health care plan or therapeutic treatment, such as:
 - a. Record vital signs and intake/output readings and reporting results
 - b. Maintain and improve skin integrity
 - c. Participate in specimen collection
6. Reinforce patient and family teaching according to established guidelines and the plan of care
7. Participate in discharge planning and assist with the patients' readiness for discharge
8. Promote a restful and comforting environment
9. Assist with mobility/transferring such as:
 - a. Ambulation
 - b. Range of motion exercises
 - c. Turning, positioning in bed/chair
 - d. Transferring the patient with or without the use of a mechanical lift

POSITION SPECIFICATIONS

SECTION F: MINIMUM FORMAL EDUCATION:

Grade 12 or GED, plus the Continuing Care Assistant program (CCA)

SECTION G: CERTIFICATION/REGISTRATION/DESIGNATION:

CCA Provincial Exam

SECTION H: SPECIAL KNOWLEDGE & SKILLS:

(Indicate specific examples of knowledge, skills and abilities required to competently realize the expectations of the position.)

SECTION I: NATURE AND AMOUNT OF EXPERIENCE:

(Indicate the nature and minimum amount of experience required to be able to competently meet the objectives of the position. This may include technical, professional, clinical or administrative experience, as well as supervision, management or direction of activities. It may also include experience from specific employment areas or types of employment which provides relevant experience).

SECTION J: JUDGEMENT & INITIATIVE:

- Recognizes what aspects of patient care they are able to perform, those they are not able to perform and when to seek guidance and/or direction
- Follows employer policies, procedures and related protocols and guidelines
- Carry out interventions according to an established care plan
- Recognize and report any change in patient circumstance to the supervisor
- Report data collected and observations made while assisting with the implementation of the care plan

SECTION K: TYPE AND LEVEL OF SUPERVISION EXERCISED:

SECTION L: KEY RELATIONSHIPS:

- Patients and families in delivery care and reinforcing education
- Collaborative care team through performance of responsibilities to assist with the implementation of the care plan
- Participates actively in meetings and attends assigned committees

SECTION M: DEGREE OF RESPONSIBILITY FOR DECISIONS ON FINANCIAL, HUMAN AND MATERIAL RESOURCES:

- Document/report the care provided in keeping with employer policy
- Recognizing and understanding what procedures they are able to perform and for not performing assigned or delegated interventions until they have received authorization from the employer and the necessary training to perform the intervention safely

SECTION N: PHYSICAL DEMAND:

(Provide specific examples of the physical demand, including frequency and intensity.)

SECTION O: MENTAL & VISUAL DEMAND:

(Provide specific examples of the sensory demand, including frequency and intensity.)

SECTION P: WORKING ENVIRONMENT and UNAVOIDABLE HAZARDS:

(Provide specific examples of the working conditions, including frequency and intensity.)

SECTION Q: SAFETY: (Patient, Worker and Workplace)

The successful applicant will demonstrate good stewardship in the identification, reporting & mitigation of

unsafe Acts or conditions

SIGNATURES:

Prepared by: _____
Signature

Date:

Name (Please Print)

Approved by: _____
Signature

Date:

Name (Please Print)

Approved by: _____
Signature

Date:

Name (Please Print)