

## Full Time PSW Job Description

72Hrs Every two weeks

Nights only 11pm-7am, weekends, holidays

Combination of 8 & 12 Hr shifts

Health Benefits and RRSP matching benefits

Reporting to the Residential Hospice Manager, the Personal Support Worker (PSW) plays a key role in the provision of high-quality, client-centred, culturally sensitive care at hospice. Working within an inter-disciplinary team, the PSW will practice under the delegation of the RPN, while applying evidence-based best practices under the philosophy of hospice palliative care. Primary duties shall include, but are not limited to:

- Contributing to the monitoring, and providing feedback on resident care plans
- Administering medications and treatments under delegation from the RPN and reporting accordingly
- Providing competent, high quality care including discharges/deaths when necessary
- Maintaining accurate clinical records, documented in accordance with CNO Standards as outlined according to protocols, within scope of practice and in accordance with the employer's policies and procedures.
- Continuously monitor residents daily physical, emotional and psychological functioning, adapt approaches within the PSW scope and promptly recognize and report changes to the RPN
- Demonstrate knowledge of the stages of dying, recognize signs of active dying and communicate changes with RPN
- Observe changes in the person's level of pain and distress, report to RPN and provide comfort measures
- Identifying, documenting and reporting unusual incidents/occurrences

### **Key Competencies**

- Ability to communicate to individuals with diplomacy, sensitivity and professionalism
- Demonstrated ability to work both independently, and collaboratively in a team environment
- Understanding of therapeutic relationships and how to maintain professional boundaries
- Ability to diffuse conflict and manage emotionally charged situations – and knowing when to seek support up the chain of command
- Exceptional organizational skills and demonstrated effective time management
- Supports the maintenance of a safe work environment with respect to Health and Safety
- Maintains regular, consistent and professional attendance, punctuality and personal appearance
- Knowledge and experience in practicing and adhering to Infection Prevention and Control practices and WHIMIS
- Ability to perform safe lifting and provide transfer assistance to residents
- Demonstrates compassion and caring while providing the highest quality of care
- Strong personal commitment to the mission, vision and values of The Heart of Hastings Hospice

## **Specific Duties**

### **Bathing and oral hygiene:**

- bed bath
- assisting with oral hygiene by cleaning dentures, brushing teeth and /or gums and providing additional mouth care as necessary
- Assist with or provide hair washing as required
- Provide peri-care in accordance with continence needs of the client

### **Dressing:**

- Assist with or dress the client according to his/her choice of clothing and timing
- Assist with bedtime care of the client
- Assist with the care and storage of client clothing

### **Toileting:**

- Assist client to commode ensuring safe and direct route
- Provide and empty commode, bed pan or urinal as requested and appropriate, in a timely manner
- Provide colostomy care
- Empty catheter drainage bags including changing leg catheter bag and bedside drainage bag as per Hospice policy

### **Transferring and Repositioning:**

- Assist with safe lift and transfers as identified in the resident care plan and respecting Hospice policy on lifts
- Routine turning and positioning as required

### **Feeding:**

- Assist in the delivery, set-up and feeding of clients as outlined in their care plan
- Monitor client for difficulties chewing and swallowing and report to RPN
- Encourage and assist client by recognizing likes and dislikes and communicating these to the RPN so they can be reflected in the care plan
- Provide oral care /denture care after meals and as required
- Simple meal preparation as required

### **Psych-Social and spiritual support:**

- Understands palliative care
- Respects clients goals of care, wishes, beliefs and spiritual practices
- Moderates approach based on client preferences and mood
- Maintains confidentiality

## **Care of the Hospice Environment, Supplies and Equipment**

Follow policies, procedures and protocols to:

- Maintain a tidy and safe workplace including engaging in appropriate infection control additional precautions
- Infection control high touch cleaning in the residence at all times and at times of increased infection control precautions.
- Cleaning and disinfecting of bed bath equipment after each resident use
- Assist in maintaining a clean and organized kitchen prep area
- Washing and sanitizing of the dishes in the main kitchen
- Laundry: including all tasks involved in the preparation and operation of the laundry for the facility and occasional inclusion of resident items
- Stocking of linen and infection control carts for supplies
- Terminal clean of hospice rooms after death including safe use of products
- Cleaning and sterilization of equipment as required

Diploma or certificate (in accordance with the Ontario Qualifications Framework) from an accredited PSW program or from a private career college or Adult and Continuing Education School Board programs

- Evidence of ongoing professional development
- Certification in hospice palliative care (Fundamentals, GPA.), or willingness to complete
- Successful completion of Vulnerable Sector Check
- Current BCLS
- Valid driver's license, auto insurance and access to a vehicle for work

**NOTE:** This job description is not intended to be all-inclusive. The Heart of Hastings Hospice reserves the right to modify these duties and responsibilities from time to time to better serve our operational and resident needs

Job Types: Full-time, Permanent

Salary: \$20.00-\$23.00 per hour