

PCA/Home Services Worker Responsibilities and Limitations:

PCA job responsibilities will include observation of the client's functioning and report any changes to the supervisor, assisting with household chores, which include cooking, meal preparation, cleaning and laundry. They can also assist with activities such as shopping and appointments outside of the home, companionship, as well as activities of daily living and personal care.

- Please take note of the following limitations listed in each category below.

Bathing:

PCA/Home Services Worker **CAN** perform the following:

- May assist client with bathing.

PCA/Home Services Workers **CAN NOT** perform the following:

- Perform any wound care that may need attention before, after or during bathing.

Hair Care:

PCA/Home Services Worker **CAN** perform the following:

- May assist client with the maintenance and appearance of their hair.
- May include shampooing with non-prescription shampoo, drying, combing and styling.

PCA/Home Services Workers **CAN NOT** perform the following:

- Shampoo with prescription shampoo

Skin Care:

PCA/Home Services Worker **CAN** perform the following:

- General skin care assistance.
- Skin care can only be performed when the skin is unbroken and when any chronic skin problems are not active.
- The skin care must be preventative rather any therapeutic in nature.
- May include application of non-medicated lotions and solutions or of lotions and solutions that do not require a physician's prescription.

PCA/Home Services Workers **CAN NOT** perform the following:

- Wound care and/or dressing changes.
- Application of prescription medications. i.e. lotions, cleansers, other solutions
- Skilled observation and reporting.

Dressing:

PCA/Home Services Worker **CAN** perform the following:

- May assist client with dressing.
- This may include assistance with ordinary clothes and application of support stockings that do not require physician prescription.

PCA/Home Services Workers **CAN NOT** perform the following:

- Assist with ace bandage that can be purchased only with physician prescription. (Application which involves wrapping a part of the client's body)
- Application of a sequential compression device that can be purchased only with a physician prescription.

Mouth Care:

PCA/Home Services Worker **CAN** perform the following:

- May assist in and perform mouth care.
- This can include denture care and basic oral hygiene including oral suctioning for mouth care.

PCA/Home Services Workers **CAN NOT** perform the following:

- Perform mouth care on client that is unconscious.

Nail Care:

PCA/Home Services Worker **CAN** perform the following:

- May assist with nail care.
- May include soaking of nails, pushing back cuticles without utensils and filing of nails.

PCA/Home Services Workers **CAN NOT** perform the following:

- Perform nail trimming.
- Perform nail care on client with circulatory problems.

Shaving:

PCA/Home Services Worker **CAN** perform the following:

- May assist a client with shaving only with an electric or a safety razor.

Ambulation:

PCA/Home Services Worker **CAN** perform the following:

- May assist clients with ambulation only when the client has already been trained to use assistive devices.

PCA/Home Services Worker **CAN NOT** perform the following:

- Train clients on using assistive device.

Transferring:

PCA/Home Services Worker **CAN** perform the following:

- May assist with transfers only when the client has sufficient balance and strength to reliably stand and pivot and assist with the transfer to some extent.
- Adaptive and safety equipment may be used in transfers, provided that the client is fully trained in the use of the equipment and can direct the transfer step by step.
- Adaptive equipment may include, but is not limited to wheelchairs, tub seats, and grab bars.
- Gait belts may be used as a safety device for the home services worker as long as the worker has been properly trained in their use.
- May assist clients in the use of mechanical or electrical transfer device only when the following conditions are met:
 - The home services worker has been trained in the use of the mechanical or electrical transfer device by the licensed agency.
 - The client or client representative must be able to direct the transfer step by step.
 - The agency must have conducted a competency evaluation of the worker using the type of device that is available in the home.
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PCA/Home Services Worker **CAN NOT** perform the following:

- May not assist with transfers when the client is unable to assist with the transfer.

Positioning:

PCA/Home Services Worker **CAN** perform the following:

- May assist a client with positioning when the client is able to identify to the personal care staff, either verbally, non-verbally or through others, when the position needs to be changed.
- Positioning may include simple alignment in a bed, wheelchair or other furniture.

PCA/Home Services Worker **CAN NOT** perform the following:

- When in conjunction with skilled skin care.

Exercise:

PCA/Home Services Worker **CAN NOT** perform the following:

- May assist client with exercise.
- Passive assistance with exercise that can be performed by a home services worker is limited to encouragement of normal bodily movement, as tolerated, on the part of the client, and to encouragement with a prescribed exercise program.

PCA/Home Services Worker **CAN NOT** perform the following:

- Passive Range of Motion may not be performed by a home services worker.

Feeding:

PCA/Home Services Worker **CAN** perform the following:

- May provide assistance with feeding when the client can independently swallow and be positioned upright.

PCA/Home Services Worker **CAN NOT** perform the following:

- Provide assistance that includes syringe, tube feedings, intravenous nutrition, or when there is a high risk of client choking.

Toileting:

PCA/Home Services Worker **CAN** perform the following:

- May assist a client to and from the bathroom.
- May provide assistance with bed pans, urinals and commodes.
- May provide peri-care.
- Change clothing and pads of any kind used for the care of incontinence.
- Can empty or change external urine collection devices, such as catheter bags or suprapubic catheter bags.
- Can empty ostomy bags and provide assistance with other client-directed ostomy care only when there is no need for skilled skin care or for observation or reporting to a nurse.

PCA/Home Services Worker **CAN NOT** perform the following:

- Perform insertion or removal of catheters and care of external catheters.
- Shall not perform digital stimulation, insert of suppositories or give an enema.

Medication Reminding:

PCA/Home Services Worker **CAN** perform the following:

- May assist a client with medication reminding only when medications have been pre-selected by the client, a family member, a nurse or pharmacist and are stored in containers other than the prescription bottles, such as medication minders.
- Medication minders shall be clearly marked as to the day and time of dosage.
- Medication reminding includes:
 - Inquiries as to whether medications were taken.
 - Verbal prompting to take medications.
 - Handing the appropriately marked medication minder container to the client.
 - Opening the appropriately marked medication minder container for the client if the client is physically unable to open the container.
 - These limitations apply to ALL prescription and ALL over the counter medications.
 - The home services worker shall immediately report to the supervisor, to the client or the client's advocate or designee, any irregularities noted in

the preselected medications, such as medications taken too often or not often enough, or not at the correct times as identified in the written instructions.

- May temporarily remove and replace a cannula or mask from the client's face for the purpose of shaving or washing the client's face.
- May provide oral suctioning.

PCA/Home Services Worker **CAN NOT** perform the following:

- Provide Respiratory care including postural drainage, cupping, adjusting oxygen flow, nasal, endotracheal and tracheal suctioning and turning off or changing the tanks.

ALL PCA/HOME SERVICE WORKERS CAN NOT:

- Provide services that are identified as cannot be performed/assisted in the above selection.
- Become or act as a power of attorney
- Be involved in financial transactions of the client outside of the contracted services.
- Perform or provide medication set up for a client.