

INTRASTAFF
CERTIFIED PATIENT CARE ASSISTANT
PERFORMANCE STANDARDS

You have been assigned to watch a patient or patients who are at risk for harm. It is your responsibility to keep the patients safe. It is important for you to understand the rules that apply to all Certified Patient Care Assistants sitting with patients.

Before starting to work, you should be given a brief report about your patient's physical and emotional needs. You need to know what behaviors may occur that will put your patient at risk for harm. If you do not receive a report ask your patient's nurse or the charge nurse to explain the patient's needs.

Because of the importance of your role in keeping patients safe, we require that you perform your job responsibly. **LEAVING YOUR PATIENT OR PATIENTS ALONE, FAILURE TO PROVIDE ACTION TO PROTECT THE PATIENT, OR SLEEPING WHILE ON DUTY WILL RESULT IN YOUR IMMEDIATE DISMISSAL AND NOTIFICATION TO INTRASTAFF.**

Rules to follow:

1. Report to your assigned area on time and in proper attire, including your name badge.
2. You can be given one to two patients at any time during your shift. You can be moved to a different patient at any time during your shift.
3. You must be able to see your patients at all times. Keep your patients' room free from sharp and harmful objects. Check the room when coming on duty and after other staff care for your patients.
4. Remain awake and alert.
5. You are **not** permitted to eat in the patient's room.
6. Never leave your patient alone. To contact your patient's nurse, use the call light. Your patient's nurse will arrange for your meals and breaks.
7. Your basic duties include bathing, feeding, toileting, bed changes, walking (as ordered), checking and recording blood pressure, pulse, respiration, temperature, weight and intake and output for your patients.
8. In the event of an emergency, pull the call light at the head of the patient's bed or in the patient's bathroom.
9. Electronic devices are not to be used while working with patients. This includes headphones, hand-held televisions, beepers and cell phones. You are not to arrange or pay for the patient's television. The patient's telephone is not for your personal use.
10. You are not permitted to read a book/magazine or watch TV while on duty.
11. Give a complete report to your relief and your patients nurse before leaving at the end of your shift.
12. When your shift is over, your patients nurse or charge nurse should sign your time sheet. All information must be completed on your time sheet prior to the nurse signing.

Intrastaff Certified Patient Care Assistant Signature

Date