



Kansas City (913) 262-3100

Topeka (785) 291-2900

## Personal Care Attendant (PCA)

Personal Care attendants provide home services to assist individuals in need of in-home care (functionally disabled) to live at home rather than in an institution; and to carry out functions of daily living, self-care, and mobility. There are two types of attendant care services authorized by the Kansas Medicaid Program.

Non-medical attendant care

Medical attendant care

### **Qualifications:**

- Must be 18 years of age or older;
- Must have evidence of good character;
- Must have sympathetic attitude toward functionally disabled people;
- Must be dependable
- Must have reliable form of transportation;
- Valid driver's license, preferred;
- Must demonstrate an understanding of the services to be provided and the skills required for each assignment;
- Must be able to read and comprehend written instruction.

### **Job Functions:**

#### Non-Medical Attendant

1) Provide homemaker support functions and non-medical personal care as indicated on the service plan and cannot exceed the following:

- Meal Preparation;
- Bathing, bed baths, oral hygiene and grooming;
- Accompanying client to a medical clinic or physician's office only as directed;



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## Personal Care Attendant (PCA), cont'd

- Repositioning;
- Assisting clients on and off seats and wheelchairs;
- Moving into and out of bed or turning in bed;
- Caring for and assisting with prosthetic devices;
- Assisting clients with routine menstrual care limited to application of sanitary napkins and external cleaning;
- Assisting the client with walking or moving from place to place;
- Performing general light household activities related to the client's health;
- Assisting with medications, i.e, reminding; client must be cognitively intact enough to direct attendant and be responsible for the non-medical attendant assisting with their medication.

2) Maintain documentation of services as directed by the agency.

### Medical Attendant Care

- 1) Provide medically oriented tasks under the supervision of an RN which are aimed at long term maintenance or supporting care to clients who have no possibility of regaining function without assistance. Services may include the following:
  - Assistance with personal hygiene, grooming (bathing), hair care and clothing;
  - Assistance with toileting such as bladder and/or bowel elimination and the application and emptying of colostomy/ileostomy bag;
  - Assistance with transfer and mobility;
  - Assistance with prosthetic and orthotic devices;
  - Assistance with medications;
  - Assistance with performing of special procedures includ-



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## Personal Care Attendant (PCA), cont'd

ing, but not limited to the following: monitoring and recording intake/output; taking and recording vital signs; applying ace bandages/support hose; applying non-sterile dressings; assisting with special exercises;

- Assistance with light housekeeping, meal planning, and meal preparation;

2) The caregiver cannot be a relative living with the client.

3) Must maintain documentation of services as requested by the agency.

### **Employee Responsibilities:**

- Report to each assignment on time as scheduled.
- Use good personal hygiene and grooming habits, and comply with the agency dress code at all times.
- Comply with agency employee policies and procedures.
- Provide transportation to all assignments.
- Maintain a safe and clean working environment.
- Utilize proper body mechanics during client assistance as instructed by the RN Supervisor.
- Follow universal precautions and infection control procedures at all times.
- Demonstrate courteous, cooperative, and respectful behavior; and provide for client's privacy and confidentiality.
- Report any indication of client abuse to immediate supervisor.
- Provide services for only the hours authorized by the agency. Services not authorized will not be paid.



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## Personal Care Attendant (PCA), cont'd

**I have read and understand the above job description of the Personal Care Attendant (PCA).**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_