

Goodchild Family

PCA/Nurse Expectations

[Insert Address]

Welcome to our family! We are so excited to have you on board! The following document outlines the job duties, responsibilities, and expectations to ensure you are clear on what your role is when you agree to work in our family as a Personal Care Assistant or Nurse. This outlines what we hope to accomplish during your shift, and how you can help us support Karter's growth and development.

JOB DESCRIPTION

This position is for our son, Karter Goodchild. Due to an unexpected birth injury, Karter has been diagnosed with spastic quadriplegic cerebral palsy. We are looking for someone to give their undivided attention to enhance his development. This person must be punctual, consistent, reliable, trustworthy, and motivated to help our son achieve milestones. We are a non-smoking home with no pets. In general, we expect our PCA(s) and nurses to take direction from his parents as it relates to his needs and care activities. Since his weekday routine is very different from weekends, the duties/expectations have been outlined as such.

All/Weekend

- Your shift/times will be discussed and agreed upon before you begin. You are expected to fulfill your commitment as agreed upon. The main purpose to having this type of support is for Karter to receive consistent, reliable care. We can't emphasize this enough.
- We expect you to be on time. Of course if you are running late, we would expect a text or call.
- **PCA-** Tiffany is considered the managing employer, and will log your hours per {insert fiscal managing agency here}t (or nursing agency). You are expected to review and sign your timesheet every pay period.
- Implement home therapy exercises including stander, gait trainer, eye gaze device, OT, PT, and potentially feeding exercises. You will receive proper training on any/all of these, and will not be expected to perform any until you are comfortable being independent.
- Prepare tube feeding materials and/or administer tube feed boluses as directed. Again, you will receive proper training and will not be expected to perform this until you are comfortable being independent.

Goodchild Family

PCA/Nurse Expectations

[Insert Address]

- Change diapers/clothes as needed. You may be expected to do Karter's laundry if directed.
- Dress and/or bathe as needed/directed. This includes AFOs, splints, glasses, and any other special bracing.
- In general, we expect your focus to be on Karter. We would want you to pick up toys, play areas, keep diapering areas clean, (soak clothes in the case of a blow-out), wash tubing/utensils for feeding, and in general keep the areas where Karter plays/eats/sleeps clean. We would expect the counters to be wiped down (if you spilled anything) and toys washed/disinfected if needed. We would expect the floors to be swept or wiped if there are spills related to his tube feeds. Of course if you used any dishes for meals or snacks of your own, we would ask that you put them in the dishwasher (and occasionally run it if needed).
- Administer nebulizers and use suction machine as needed.
- Implement nap/bedtime routines as directed.
- Communicate with parents directly regarding any questions, concerns, and/or celebrations!

Weekday/Full-Time Specific

- Driving Karter to/from therapy appointments as directed. Attend the therapy session and observe/communicate with the therapist and I re: Karter's skills and progress.
- Engage in a consistent home routine/regime (as tolerated) including:
 - 60 minutes of stander daily
 - Implementing communication strategies including receptive ID accuracy, eye gaze device, choice making, etc. as directed by Tiffany
 - Practice using adaptive switch toys with hands and head
 - 60 minutes of OT practice daily
 - 60 minutes of PT practice daily
 - Any other activities specified on PCA daily checklist (you will receive this upon employment, and will revise with Tiffany as needed)

Goodchild Family

PCA/Nurse Expectations

[Insert Address]

- Take data for goals as directed, and utilize a daily communication log
- In the event of emergency, you will be listed as a person that can take Karter to his primary care physician.
- Attend appointments as directed
- Prepare all tube feed bags for the day and following morning
- Help with cares during times of illness or recovery from a procedure (i.e. vomiting, stretching, bracing, etc.)

ADDITIONAL REQUIREMENTS:

- Valid Driver's License
- Safe Vehicle- the PCA should also provide proof of insurance, indicating that his/her policy covers transporting children for work.
- Clear Background Check
- First Aid Certificate preferred
- Positive Attitude
- Patience
- Effective, open communication skills (both verbal and written communication skills)

COMMUNICATION

Effective communication is crucial to succeeding in this role! This is a partnership between you and Karter's parents to provide top-notch care he needs and deserves. We want you to feel supported and equipped to be successful in this job! If you have questions, please ask! There are no dumb questions, and we would expect you to ask some of the same ones more than once before you feel comfortable implementing some of the job duties independently. We expect and desire open, honest communication at all times! You can expect the same in return. We would expect at least 48 hours notice for planned absences (but the sooner the better). Please remember and respect that you are filling a very important role, and our family is depending on the care you are providing!

Goodchild Family

PCA/Nurse Expectations

[Insert Address]

ILLNESS

In the event that you are ill, we would expect you to communicate that as soon as possible. If you have a fever (or have tested positive for any virus) we would want you to stay home. However, if you have a mild cold we may be comfortable with you still providing care (with extra hand-washing and potentially gloves/mask). In general, please check with us before you fulfill a shift if you are ill.

PCA/Nurse MEALS

You are expected to bring your own snacks, meals, and beverages. You are welcome to store any food in our home, and use utensils/microwave/oven as needed.

PCA COMPENSATION

You will be hired through our fiscal manager, [insert agency]. You will be expected to complete payroll paperwork, adhere to their policies, and complete a background check. As the managing employer, I will determine your hourly rate of pay. You will not be given any sick leave or personal leave. However, you will accrue PTO over time. There are potential for bonus pay for staff, depending on performance.

Nurse Compensation

Nurse pay will be agreed upon between the Goodchild's, current nursing agency, and county waiver if needed. Rate of pay is contingent upon experience, performance, and full vs. part-time staff.

CONFIDENTIALITY

Please remember you are working for a medically complex child, and much of his therapies and medical information is protected by HIPPA. In general, we would expect you to keep medical information and services you provide confidential.

GUESTS/CELL PHONE USE

As health care staff, you are not allowed to bring guests into our home during a shift. Your duties are to care for Karter, so we would expect you to keep phone calls limited to urgent matters only. We understand there may be personal matters you need to attend to, but please keep texting and calls to a minimum. We would expect you to stay off social media and/or other apps during your shift.

Goodchild Family

PCA/Nurse Expectations

[Insert Address]

EMERGENCY

In the event of an emergency, please call 911 first. Notify Tiffany and/or call as soon as possible. In general, Karter's safety is your main priority.

GROUNDNS FOR TERMINATION

The following are grounds for immediate termination:

- Allowing the safety of the dependent to be compromised
- Inconsistent or non-performance of agreed-upon job responsibilities
- Concerning issues in background checks
- Dishonesty
- Stealing
- Misuse of family automobile
- Breach of confidentiality clause
- Persistent absenteeism or tardiness
- Unapproved guests
- Smoking or consumption of alcohol while on duty
- Use of an illegal drug
- Overuse of cell phone while on duty or while driving

SOCIAL MEDIA POLICY

Employee understands that no information about his/her location, plans for the day, or pictures of Karter should be shared on any social media network. Employee will also not tell strangers to the family (i.e. PCA friends) where she is spending the day, unless the family has authorized.