

Home Health VNA, Inc.
HomeCare, Inc.

SUBJECT: HOME HEALTH AIDE, DELEGATION OF DUTIES TO THE

PURPOSE: To enable all licensed clinicians to comply with regulations, laws and agency standards regarding the delegation and supervision of the Home Health Aide.

Policy

The defined duties in categories I and II may be delegated by the clinician to the Home Health Aide when included on the Plan of Care. The Home Health Aide will have demonstrated competency in all delegated skills and will receive in-home orientation when necessary.

The required level of delegation and orientation by the clinician to the Home Health Aide is determined by the activity's category as well as patient-specific circumstances.

- **Category I** activities may be delegated by the clinician to the Home Health Aide without a need for on-site orientation. All Home Health Aides have demonstrated competency in these skills during orientation, prior to assignment to patient care. Patient circumstances may indicate in-home orientation is needed.
- **Category II** activities may be delegated by the clinician to the Home Health Aide, after in-home, patient specific instruction and successful return demonstration.
- **Category III** activities which require clinical assessment, judgment, and/or care planning may not be delegated to the Home Health Aide.

Procedure

1. The clinician, along with the patient and caregiver, will develop a Home Health Plan of Care that identifies the activities that will be delegated to the Home Health Aide. The clinician will introduce the role of the Home Health Aide when reviewing the plan.
2. If the Plan of Care for a HHVNA skilled case includes a Category II skill, the HHVNA clinician is responsible for conducting the in-home orientation. The HomeCare, Inc. Scheduling Supervisor will assist in arranging this schedule
3. The HomeCare, Inc. Nurse Field Supervisor is responsible for conducting the in-home orientation for Category II skills for all HHVNA non-skilled home health aide cases in which the patient is not receiving skilled nursing care, physical or occupational therapy, as well as all HomeCare, Inc. home health aide cases.
4. The home health aide will not complete Category II skills without a patient specific, in-home orientation by a clinician.

Category I skills have been competency evaluated on all Home Health Aides. These duties may be delegated if included on the Plan of Care by the nurse and/or therapist. These skills do not require an in-home orientation, unless otherwise ordered by clinician. These skills include:

- Sponge baths
- Complete bed baths
- Shower needing minimal assist. A tub seat must be present and used by patient. Patient assistance level must be independent, supervised or contact guard, as determined by clinician. Special consideration may be given for orthopedic patients.
- Skin care and application of non-medicated powders, cream, lotion and ointments to intact skin when specifically noted on the Plan of Care
- Application of elastic stockings, including both non-prescription & prescription
- Application of braces, slings or splints that have been used by the patient for a long period of time
- Oral care
- Foot care, including foot soak for less than 10 minutes on non-Diabetic patients
- Hair care
- Nail care, including cleaning and filing
- Assistance with dressing and undressing
- Assistance with assistive devices such as eyeglasses and hearing aids
- Shaving using only an electric razor
- Toileting, including: assistance to the bathroom, using commode, using a bedpan, provision of incontinent care
- Urinary catheter care, including the application cleaning and emptying of urinary drainage bags
- Nutrition, including: meal preparation, meal set-up, encouragement of food and fluids,
- Vital signs, including: temperature (oral and axillary only); radial pulse, respiration
- Positioning as determined by clinician
- Transfers, ambulation, use of cane/walker needing verbal cueing, minimal supervision and/or contact guard assist
- Application and use of gait belt
- Medication reminders for alert and oriented patients. Assistance may be provided to open medication container, unpack cotton, reach medi-planner or other pre-filled medication system
- Assist with oxygen use, including turning oxygen off and on when the rate is preset, refilling water bottle and wash, clean and reapply cannula

Category II skills require an in-home, patient specific orientation. These skills may be delegated only after instruction and demonstration by the nurse or therapist with return demonstration by the Home Health Aide on each individual patient. These skills include:

- All showers with greater than minimum assist are in this category. (To assist a patient with shower, there must be a tub seat present and used by patient. The nurse or therapist determines the need for other safety equipment and informs and instructs the home health aide accordingly.)
- Non-sterile dressings on non-draining wounds
- Application of newly fitted or modified slings, braces, splints and prostheses
- Ostomy/colostomy care on established stomas (must be at least 6 months older)
- Application of Texas catheters
- Transfer requiring greater than moderate assistance
- Assistance with transfer requiring use of a Hoyer Lift (the nurse or therapist will determine if a particular patient requires two people to do Hoyer Lift)

- Assistance/cueing of a home exercise program that has been developed by the therapist
- Positioning, if special instruction required
- Slide board transfers
- Feeding patients with swallowing difficulty. This includes patients who require to have their liquids thickened.
- Assistance with ambulation, cane, or walker if greater than moderate assistance is needed
- Assistance with an established bowel regimen

Category III skills are duties that are **NEVER** delegated to or performed by the Home Health Aide. These skills include:

- Fingernail or toenail cutting
- Use of chemical hair product, cutting patient’s hair or using a device such as a curling iron
- Shaving with any razor other than an electric razor
- Insertion of contact lenses
- Enemas - any kind
- Manual disimpaction
- Irrigations
- Syringe feedings
- Care of open wounds
- Administration of medications by any route; including;
 - a. Application of prescription and over-the-counter medicated creams and ointments
 - b. Application of medicated patches
 - c. Filling medi-planners or checking medi-planner for accuracy
 - d. Extracting medications from containers
 - e. Breaking/crushing medications
 - f. Mixing medications with feedings
 - g. Adjusting the flow rate of oxygen
 - h. Uncapping or recapping syringes
 - i. Application of heat/cold

Reference:

CFR 484.36(c)

Policy #2405 Home Health Aide Plan of Care

Procedure: Topical Medications: Home Health Aide Assist with

Procedure: General Guidelines for Home Health Aides

Responsibility: Clinicians, HHA Manager, Home Health Aides, Scheduling Supervisors

Distribution: Leadership

Nature of Change:	Updated
CCO Signature:	_____ / ____ / ____ Date
CEO Signature:	_____ / ____ / ____ Date