

## Patient Care Assistant Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Nursing Lead
<b>Reporting to you:</b>	n/a
<b>General job overview:</b>	Assists clients with basic health needs to enable clients to maintain independence while in shelter. Upholds infection prevention control practices. Addresses and advises on public health issues as needed
<b>Knowledge and training:</b>	<b>Minimum Required Qualifications:</b> <ul style="list-style-type: none"> <li>Red Cross Shelter Fundamentals Training</li> <li>ICS-100, ICS-200, ICS-700, ICS-800</li> <li>Preferred to have work experience with clients in a clinical setting</li> </ul>
	<b>Recommended Training:</b> <ul style="list-style-type: none"> <li>Current CPR and AED Certification or Basic First Aid refresher-online</li> <li>Mental Health First Aid or Psychological First Aid</li> </ul>

### INITIAL ACTIONS

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Review
  - Cabarrus County Sheltering SOG
  - Shelter Rules
  - Patient Care Assistant Job Aid
  - C-MIST Worksheet (American Red Cross Form)
- Ensure all necessary supplies are within the public health shelter kit(s). Notify Nursing Lead if additional supplies are needed.
- Support Public Health Nurse (PHN) in providing the clinical function within a general population shelter.

### DAILY SHELTER OPERATIONS

- Sign in and out at the Staff Area, including leaving for breaks.
- Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
- Assist Public Health Nurse (PHN) with completion of ARC paperwork (CMIST, etc.) with clients and caregivers and coordinating the Health Services Station
- Assist PHNs at the screening station and isolation rooms, if necessary.
- Ensure client living/sleeping area is kept clean
- Assist PHN with monitoring client population's health (presence of chronic disease, communicable disease and injuries).
- Report all issues to the Nursing Lead.

<input type="checkbox"/> Turn all paperwork over to the Nursing Lead.
<input type="checkbox"/> Assist with setup of client transport by EMS or pre-identified transportation provider if client is placed out of the shelter.
<input type="checkbox"/> Assist PHN with providing basic first aid, as needed.
<input type="checkbox"/> Requesting interpretation or translation assistance for clients.

## SHELTER CLOSING ACTIONS

<input type="checkbox"/> Demobilize shelter equipment. <ul style="list-style-type: none"> <li>• Use list below as a guide to ensure all shelter equipment is accounted for.</li> <li>• Clean and disinfect equipment as necessary.</li> <li>• Make note of any items from supply list below that will need to be restocked.</li> <li>• Report any missing or broken equipment to the Nursing Lead</li> </ul>
<input type="checkbox"/> Notify Nursing Lead of any assistance needed with demobilizing Health Services Area especially as related to removing and transporting equipment.
<input type="checkbox"/> Ensure that the Health Services Area has been thoroughly cleaned.
<input type="checkbox"/> Perform final walk through of Health Services Area.
<input type="checkbox"/> Notify Nursing Lead of any damages to the shelter facility that cannot be resolved prior to closure.
<input type="checkbox"/> Ensure all client paperwork is filed securely.
<input type="checkbox"/> Turn in equipment received and completed ICS 214 forms and sign out.
<input type="checkbox"/> Provide input to the Nursing Lead for the After-Action Report and Corrective Action Plan.

## PATIENT CARE ASSISTANT SUPPLY LIST

Item	Quantity
Agency ID	
Masks & gloves of preference	
Clothes appropriate for weather; dress in layers	
Comfortable shoes	
Change of clothes as back-up	
Any personal medical related items that you feel like you might need	
Personal prescription & over-the-counter medicines needed for duration of shift	
Snacks based on dietary needs or preference	
Cell phone, charger, earbuds	
List of important phone numbers	
Flashlight & batteries	
Coloring books/crayons, deck of cards, board games, puzzles, or other stress reducers you do not mind leaving behind when demobilized.	

*All clinical equipment necessary for nurses to fulfill their role in a general population shelter will be provided in CHA's stocked shelter kits. Complete list of items included in each shelter kit can be found in the Sheltering SOG materials.*