

HCSW ROLE AND RESPONSIBILITIES

Tasks/Activities	HCSW Can Perform	HCSW Cannot Perform
Communicating and Documenting	<ul style="list-style-type: none"> ✓ Review assignment, note important shift information (PPE, purple dot) ✓ Communicate with HCA/Nurse when leaving floor (breaks, going on another unit) ✓ Report concerns and observations to HCA/nurse prior to leaving shift ✓ Listen to shift report ✓ Assist with reading and virtual visits (set up technology) ✓ Attend in-services for staff 	<ul style="list-style-type: none"> ✗ Documentation for self or others (online or paper) ✗ Create/modify care plan ✗ Cannot take orders from physicians ✗ Cannot respond to phone calls regarding blood work, test results
Person's Needs and Oxygen Needs	<ul style="list-style-type: none"> ✓ Smile and be welcoming to the Person, family and visitors ✓ Engage the Person and promote interactions ✓ Assist and encourage participation in social and recreational activities ✓ Report unsafe conditions, behaviors, or physical changes ✓ Conduct hourly safety and falls checks ✓ Answer call bells- relay need of the Person to appropriate staff member 	<ul style="list-style-type: none"> ✗ Perform tasks for guest/visitors or Person not listed on care plan ✗ Glucometer check and readings ✗ Vitals: BP, Temp, Pulse, Respirations, Height, or weight ✗ Medications; restocking medications or crash carts ✗ Cannot assist with applying, adjusting, removing oxygen devices ✗
Ambulation and Lifts/Equipment	<ul style="list-style-type: none"> ✓ Walk alongside the Person ✓ Encourage and set-up Person for exercises that do not require hands-on assistance ✓ Transport Person (walk beside or push wheelchair) to designated areas (dining room, recreational activities) ✓ Retrieve wheelchairs or other specific walking aides for staff or the Person ✓ Disinfect surfaces, equipment, utensils 	<ul style="list-style-type: none"> ✗ Assist with individualized exercise programs ✗ Transfer or reposition the Person ✗ Operate mechanical lifts ✗ Not to be used as second person assist for repositioning or lifting ✗ Supervise or direct hands-on exercises
Activities of Daily Living (ADL's)	<ul style="list-style-type: none"> ✓ Provide non-clinical/non-direct care ✓ Learn the role of the HCA ✓ Observe direct care with consent (e.g., bed baths, showers, toileting, oral care, catheter care) ✓ Set up supplies/equipment (e.g., clothes, hygiene items) ✓ Hand items to staff during care (e.g., washcloths, towels, clothes, basin, linen) ✓ Place blanket or shawl on Persons shoulders ✓ Apply nail polish with permission from nurse/HCA ✓ Clean up room after care (e.g., change bed linens, declutter, restock supplies) ✓ Notify care provider if Person needs to use the bathroom ✓ Gather and pack the Person's belongings for discharge ✓ Replenish supplies to shower room, bathroom, and water dispenser (e.g., gloves, wipes, towels) ✓ Fold and put away clean laundry; organize closets 	<ul style="list-style-type: none"> ✗ Direct/personal care ✗ Brush, dry, braid or curl hair ✗ Personal care (grooming, shaving, oral hygiene, cutting nails, bathing, toileting, and showering) ✗ Dressing and/or undressing ✗ 1:1 care ✗ Cannot assist with hands-on elimination activities ✗ Cannot put on or take off TED/compression stockings
Nutrition	<ul style="list-style-type: none"> ✓ Assist with mealtime activities; setup, deliver and collect trays, transport Person to dining area ✓ Accompany the Person during meals, engaging socially and conversing ✓ Assist with limited food prep (e.g., heating food, making tea, coffee, toast and sandwiches; open food items (e.g., creamers, jars) ✓ Assist in cutting food when directed by Person ✓ Help the Person secure second helpings of food or fluids ✓ Assist with hand hygiene; apply hand sanitizer ✓ Apply and/or remove clothes protector 	<ul style="list-style-type: none"> ✗ Assist with feeding the Person (food or liquids) ✗ Administer feeds