



PSW

Qualification and requirements of a personal support worker

- Dundas Manor requires that all personal support workers (PSW's) in our home have their Personal Support Worker Certificate from an accredited college in Ontario.
- PSW's are accountable to their direct Supervisor- the RN or RPN of their Resident Home Area (RHA) on the shift.
- PSW's directly report to the Director of Care (or delegate) of the home and work collaboratively with the entire care team
- PSW's are responsible to report any changes or concerns about their resident immediately to their shift Supervisor for appropriate follow up and assessment by Registered Staff

We hire personal support workers with great personal attributes such as:

- Able to communicate clearly
- Respectful
- Caring
- Patient
- Optimistic
- Confident
- Flexible
- Reliable

What are the major duties of a personal support worker at Dundas Manor?

PSW's are to complete certain tasks according to the job description and all tasks are to be completed using a resident centred approach and philosophy based on the needs of the resident on each shift. It is important that care is provided when the resident requires it, rather than "following a strict routine".

Specific Duties include but are not limited to;

- Providing Activities of Daily Living (ADL's) as per the individualized plan of care
- Transferring residents following the approved logo & assessment using approved equipment
- Oral care- dental care, denture care with bedtime care
- Grooming- combing, brushing hair, skincare, shaving, etc.
- Bathing – by the method of their choice as per evening bath list
- Toileting residents according to their level of care required & individualized toileting routines - Documentation of all care(s) provided in Point of Care (POC);
- Stocking unit carts



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- Assisting residents in their room, bathroom & around the unit(s)
- Tidying closets and ensuring resident space is clear of trip hazards
- Providing nourishments
- Assisting with meal service to the level the resident requires
- As able, assist the resident to pick out his/her clothing choices for the day
- Communicating with residents about their needs, wants & wishes
- Communicating changes to Registered Staff on duty to follow up as needed
- Collecting any necessary specimens as requested; getting weights as requested
- Performing infection control duties which include cleaning wheelchairs, basins, and other equipment
- Following Personal Protective Equipment (PPE) signage as indicated at the resident room to prevent the spread of infection
- Utilize the 5 moments of hand hygiene as per policy and education
- Following restorative care planning to ensure residents improve or retain their current level of independence and/or functioning
- Bring dirty linen bags to Laundry Department & garbage bags to garbage shed
- Working with the Behavioural Support Services (BSO) Champion to implement care that will reduce the resident's behaviours as a team
- Assist with newly admitted residents to welcome them to the home
- Ensures they are knowledgeable about fire safety requirements & prevention
- Knowledge of catheter & colostomy care
- Understanding of the continence levels of each resident & assigned products to use
- Support the safe maintenance of residents' belongings- walkers, wheelchairs, hearing aids, glasses, dentures, etc.