

HCAP LTC/AL Health Care Support Worker (HCSW)

Can / Cannot Do List

The following are examples of tasks that HCSWs can and cannot do and are to guide understanding of the role. This list is not exhaustive.

Task Category	HCSWs CAN do the following tasks	HCSWs CANNOT do the following tasks
Communication: Reporting and Documenting	<ul style="list-style-type: none"> ✓ Listen to report, read communication boards, and read report to self ✓ Talk to supervisor and other team members about what information you need for your shift ✓ Write in communication book or on communication boards 	<ul style="list-style-type: none"> ✗ Document in the resident chart ✗ Document anywhere on behalf of others ✗ Create or change a residents Care Plan or a resident's clinical documents ✗ Enter or leave worksite without reporting in and out per site policy ✗ Sign or witness any forms for families or residents ✗ Take phone calls from physicians, nurse practitioners, lab, pharmacy, or families
Residents Needs: Activities of Daily Living	<ul style="list-style-type: none"> ✓ Bring needed supplies to residents able to direct own care or to residents not able to direct own care under supervision ✓ Bring supplies and equipment to staff members as needed ✓ Report resident or family needs & requests to team members ✓ Support residents to do hand hygiene (supply hand sanitizer) ✓ Put on or remove shirt covers for residents before and after meals or activities ✓ Provide support to residents: hold hand, have conversations, talk about the past, read stories etc. 	<ul style="list-style-type: none"> ✗ Cannot perform any direct care or clinical activities such as: <ul style="list-style-type: none"> ✗ Perform assessments or take any vital signs such as Blood Pressure, Temperature, Pulse, Respirations, Height, Weight etc. ✗ Assist with bathing, showering or bed baths ✗ Assist with toileting ✗ Assist with dressing or undressing ✗ Assist with rolling, repositioning, transferring, or lifting residents (with or without equipment) ✗ Assist with applying, turning on, adjusting, turning off, or removing oxygen ✗ Perform tasks for residents that are not listed on the care plan ✗ Perform tasks for guests or visitors ✗ Enter a resident's room if personal protective equipment (PPE) is required without supervision
Nutrition: Mealtime and snacks	<ul style="list-style-type: none"> ✓ Assist to deliver food/drink under guidance of a staff member familiar with resident dietary needs ✓ Assist with limited food preparation such as making tea or coffee, spread butter or jam on toast, make sandwiches under guidance of a staff member familiar with resident dietary needs ✓ Provide company and encouragement to the resident during meals by sitting, talking, and connecting with them ✓ Set and clear tables as per site protocol ✓ Welcome & transport residents to and from dining area 	<ul style="list-style-type: none"> ✗ Assist a resident to eat or drink ✗ Feed a resident ✗ Prepare any altered food texture or fluid consistency for residents (for example you cannot "mince" food or thicken drinks)

This list is not exhaustive. For questions or clarification please reach out to your site leadership.
HCSW's are site employees and follow the same policies and procedures as other employees at the site.
The FHA HCAP team can be reached at HCAP@fraserhealth.ca

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Ambulation: Walking and portering	<ul style="list-style-type: none"> ✓ Escort or walk along side a resident going to or from the dining room or an activity ✓ Porter (push) a resident in a wheelchair to or from the dining room or an activity 	<ul style="list-style-type: none"> ✗ Assist residents with individualized exercise programs ✗ Assist residents with individualized walking programs ✗ Direct or supervise residents with exercises that require hands-on assistance ✗ Transfer residents with or without a mechanical aid
Unit Support: General Operations	<ul style="list-style-type: none"> ✓ Clean unit and resident rooms. This includes to make beds, tidy rooms, tidy bathrooms, take out garbage and laundry, fold and sort personal laundry, label clothes (and other tasks as directed by supervisor) ✓ Clean equipment 	<ul style="list-style-type: none"> ✗ Perform enhanced cleaning ✗ Teach others how to put on or remove personal protective equipment (PPE) ✗ Move resident's personal belongings without permission
BSTN & Verbal and physical aggression	<ul style="list-style-type: none"> ✓ Work on BSTN units and/or with residents who have a Purple Dot alert (can be aggressive verbally or physically) ✓ Ensure to know Purple Dot Alert (physical and/or verbal aggression) and what precautions are needed to ensure you are maintaining your safety on shift 	<ul style="list-style-type: none"> ✗ Assist with or provide 1:1 care for a resident that requires clinical monitoring
Recreation: Activities & Visits and Emotional, Cultural, Social & Spiritual needs	<ul style="list-style-type: none"> ✓ Encourage participation of residents in activities ✓ Assist with social/recreational activities: leading games under supervision of your supporting staff members, ✓ Set up and take down activities ✓ Assist with cleaning between activities ✓ Provide comfort, care and connection including: <ul style="list-style-type: none"> ✓ Share appropriate stories, jokes, books, newspaper, and ask residents to share back ✓ Create connection with residents and families ✓ Sit with residents while they have a cup of tea or other drink ✓ Sit and hold resident's hand ✓ Play cards, music or a game ✓ Look at resident's photographs and talk about their memories 	<ul style="list-style-type: none"> ✗ Book care community visits ✗ Share clinical information with residents, family or other visitors ✗ Direct or supervise exercises that require hands on assistance

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