

STANDARDS:

1. Practice universal precautions, wear gloves and protective clothing as needed, good hand washing and good personal hygiene. Infectious waste and linen in proper colored liners, and blood spills cleaned according to policy.
2. Observe safety and confidentiality, policies, etc.
3. Document and report problems (maintenance, safety, infections) on appropriate forms and to give to appropriate authority.
4. Provide a safe environment - proper use of chemicals, wet floor signs, etc.

III. Self-Improvement

STANDARDS:

1. Attends three-fourth's of IDMs and Inservices.
2. Attends annual education on Safety, Infection Control, and Back Safety, Hipaa, Corporate Compliance, Emergency Preparedness, Hazardous Materials, Work Place Violence, and Safe Operating Procedures.
3. Sets goals on annual evaluations.

IV. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

1. Exhibits a positive professional approach when dealing with the public, and demonstrates solution-oriented involvement with problems of facility, staff and patients/residents..
2. Good communication with subordinates and peers.
3. Separates personal problems from work environment.
4. Quality Improvement: Exhibits willingness to be involved in teams within the department and facility to improve quality of care.
5. To help out wherever needed in the housekeeping department.
6. Show initiative and follow-through in work projects.

V. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or verbal.

STANDARDS:

1. This position is not authorized to use or disclose PHI or EPHI..
2. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
3. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
4. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designee.

VI. ACCOUNTABILITY FOR SAFETY

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety Policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding Self, other employees, residents/patients and visitors.
4. Reports safety violations(or unsafe observances) to supervisor and/or Department head immediately.
5. Promotes a culture of safety to improve employee safety.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____

Dated _____