



20 MAY 2020

## Tasks included in pay grade B

The personal assistant

- uses speech interpreting, tactile signing, sign language or Braille as part of their daily job  
The client and the personal assistant communicate using one of these methods.  
The personal assistant does not need to have work shifts every day. However, the client must need one of these methods of communication every time they are being assisted because it is a precondition for their communication.
- replaces the client's PEG tube (and this is a permanent part of the assistant's tasks)  
Attaching the PEG tube to a liquid nutrition bottle/pouch, adjusting the flow rate and flushing the tube do not entitle the personal carer to pay grade B.  
If the client has an informal carer, replacing the tube may be included in the informal carer's tasks.
- independently administers medicines  
If the employer is able to supervise and ensure that the type and dose of medicines are correct or that the medicines are correctly placed in a medicine dispenser, this task does not entitle the personal assistant to pay grade B.
- measures out a medicine that is administered as an injection (e.g. insulin) and administers it
- performs demanding wound care  
such as permanent or repeated care of pressure ulcers
- helps the employer use a ventilator in a situation where the employer is unable to employ the ventilator mask independently.  
If the employer is able to put on the mask independently, this task does not entitle the personal assistant to pay grade B.  
Using a continuous positive airway pressure (CPAP) machine to treat sleep apnoea does not entitle the personal assistant to pay grade B.
- catheterises the client  
Simply handing over the equipment, washing it etc. do not entitle the personal assistant to pay grade B.
- performs tasks related to the use of Cystofix (suprapubic catheter)  
Simply emptying/replacing a urinary drainage bag does not entitle the personal assistant to pay grade B.
- empties a stoma bag and replaces the base plate

- performs tasks related to bowel function and bowel evacuation  
such as digital rectal exams or rectal stimulation using a suppository or mini-enema
- performs tasks related to cleaning the genital area or similar tasks that require touching the genital area directly  
As showering the area does not require direct touch, it does not entitle the personal assistant to pay grade B.

### Sources:

Appendix to the collective agreement of Heta – Union of the Employers of Personal Assistants in Finland and the Trade Union for the Public and Welfare Sectors JHL (Heta-Tes 1 February 2020–30 April 2021)

The parties to the collective agreement (“Heta-Tes”) will update this list of tasks according to the principle of continuous negotiation.