

NORTHEAST MONTAN HEALTH SERVICES – POPLAR CAMPUS
JOB DESCRIPTION
CERTIFIED NURSE’S ASSISTANT

NAME: _____

DIRECTLY ACCOUNTABLE TO: SUPERVISING NURSE

ULTIMATELY ACCOUNTABLE: DIRECTOR OF NURSES

PURPOSE OF YOUR JOB POSITION

Nursing Assistants/Orderlies carry out tasks, which are supportive and complementary to nursing care provided by a Registered Nurse and Licensed Practical Nurse. Nursing Assistants are not practicing nursing.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to hostile, emotionally upset patient, residents, family and/or visitors.
2. Is subject to sitting, bending, lifting, and moving intermittently throughout the day.
3. Is subject to frequent interruptions.
4. Is involved with residents/patients, visitors, government agencies under all conditions and circumstances.
5. Is willing to work beyond normal working hours, on weekends, and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. Is subject to infectious diseases, body fluids, and odors.
8. May be required to be placed on an “on-call” status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Must be certified by the State of Montana
2. Prefer applicants who have completed CNA training. If not Certified must complete Certified Nurse’s Assistant training as soon as possible, until then will work as a Nurse Assistant.

ESSENTIAL JOB FUNCTIONS

1. Must be in good physical and mental health to maintain a good working level for extended periods of time.
2. Must be able to read, write, speak and comprehend the English language in a concise manner.
3. Must be able to lift a minimum of 50 pounds.
4. Must be able to see and hear, or use prosthetics that will enable the sense of function adequately.
5. Must move intermittently throughout the day.
6. Must be able to cope with the emotional stress of the position.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility

FUNCTIONS & RESPONSIBILITIES

Professionalism: Subscribes to the high standards of behavior set by the professional nurse.

1. Internalize a sense of professionalism by abiding by the facility's dress code.
2. Communicates appropriately and professionally with residents, patients, visitors, co-workers and physicians.
3. Assures confidentiality of residents, patients, physician, and staff.
4. Maintains a positive professional attitude in relationship to resident/patient care, co-workers and other departmental personnel.
5. Shows flexibility in response to resident/patient assignment area and fluctuating census and resident/patient acuity.
6. Demonstrates ability to follow the proper chain of command.
7. Be accountable for his/her own actions.
8. Arrives to work punctually and regularly. Takes breaks appropriately, not exceeding break limits.
9. Participates in continuing education classes as established to maintain certification.
10. Participates in mandatory in-service classes.
11. Attends appropriate staff meetings.

12. Know own limitations and seeks guidance when needed.
13. Reports changes and patient/resident concerns to Supervising nurse.
14. Performs all assigned tasks in accordance with our established policies and procedures and as directed by your supervisors.

ADMISSION, TRANSFER AND DISCHARGE RESPONSIBILITIES

1. Ensure the patient/resident's room is ready for admission.
2. Greet and escort patient/resident to room.
3. Orient patient/resident to roommate, call bell, bathroom, smoking policy, etc.
4. Assist patient/resident with unpacking or packing personal possessions. Marks and cares for clothing and personal possessions for the resident. Completes clothing and possession list.
5. Transport patient/resident safely to new room or receiving area.
6. Admission vital signs and weight done.

NURSING CARE FUNCTIONS

1. Participates in and receive the nursing report upon reporting for duty.
2. Assist patient/resident with oral hygiene (special mouth care as ordered).
3. Assist patient/resident with daily personal hygiene needs (i.e. bed bath, tub, shower, partial bath, and whirlpool).
4. Assist patient/resident with dressing/undressing as necessary.
5. Offer back rubs with care given in AM and at bedtime. Consider other specific times when a patient/resident would be comforted by a back rub.
6. Assist patient/resident with elimination needs (toilet, commode, and bedpan/urinal, Attends diapers). Check and report bowel movements and character of stools. Report unusual urine color, odor, and amount. Collect specimens as instructed.
7. Assist patient/resident with their nutritional needs (i.e. serve appropriate food tray and remove when finished; offer fluids and snacks between meals as directed; monitor and record percentage of each meal eaten. Feed patient/resident as need. Assure patient/resident is in proper eating position. Cut food. Pass drinking water).
8. Maintain accurate intake and output as instructed.

9. Able to make occupied and unoccupied beds. Changes bed linen appropriately to provide comfort for the patient/resident.
10. Alert to skin care needs of the patient/resident. Reports areas of concern to the Supervising nurse.
11. Turns and positions patient/resident in bed for comfort and to prevent complications.
12. Capable of safely performing ROM exercises to the patient/resident as directed.
13. Assist patient/resident in preparing for activities, social programs, clinic visits, lab work, and x-ray.

SPECIAL CONCERNS

1. Provides daily catheter care and peri care.
2. Able to obtain the following specimens: Urine (Clean Cath UA, and routine Specimens) and Stool as directed.
3. Able to set up oxygen as directed. (wall and tank oxygen).
4. Able to safely apply aqua pad and warm compresses, as directed.
5. Able to apply ice bags, as directed.
6. Safely administers tepid sponge baths, as directed.
7. Properly applies Ted hose as directed.
8. Able to properly handle Nasogastric tube, and empty Gomco suction contents during patient/resident care.
9. Properly cares for patient/resident glasses and/or hearing aide. Reports problems to Supervising nurse.
10. Obtains accurate vital signs; understands: temperatures (oral, rectal, and axillary) pulses (apical and radial) and blood pressure. Reports all abnormal values to the Supervising nurse.
11. Obtains accurate height and weights.
12. Accurately records care on flow sheet (I&O, vital signs, weight, and resident ADL's).
13. Understands and performs post mortem care.
14. Able to set-up and maintain croupette.
15. Is able to apply cardiac monitor leads to patients/residents requiring cardiac monitors after appropriate training.

16. After appropriate training completed by either a Supervising Nurse or in a classroom setting, the CNA will be expected to provide patient/resident care in the area of Nursing Home/Post OP care and ER under the direction of the Supervising Nurse.
17. Able to identify change in resident/patient status and report appropriately to Supervising nurse.
18. Is knowledgeable in Restorative care policies and procedures and is able to perform related tasks as required.

INFECTION CONTROL

1. Follow facilities policies concerning body substance isolation.
2. Properly handles and disposes of contaminated supplies.
3. Proper handling of linen.
4. Proper use of gown, gloves and mask.
5. Understands the importance of proper hand washing.
6. Properly cares for patient/resident's equipment: combs, brushes and razors.
7. Properly disinfects tub, shower, whirlpool, commodes and basins.
8. Properly cleans patient/resident room after discharge and resident unit weekly.
9. Completes general "Housekeeping duties" as directed and defined as Nursing's responsibility (utility rooms, dining room shelves, refrigerators, wheelchairs, etc.)

COMMUNICATION/PATIENT RIGHTS

1. Respectful in interactions/communications with patient/resident.
2. Asks permission/explains procedures prior to performing.
3. Addresses patient/resident by preferred name.
4. Demonstrates techniques in responding to: combative, depressed and anxious patient/resident.
5. Ensures privacy during personal care.
6. Knocks on doors before entering.
7. Ensures that you treat all patient/resident fairly with kindness, dignity and respect.

SAFETY

1. Uses correct body mechanics.
2. Uses gait belt/transfer belt appropriately.
3. Safely applies and observes restrained patient/resident.
4. Proper use of side rails.
5. Understands importance of call bell positioning for patient/resident. Responds promptly to call lights.
6. Prevents injury to patient/resident or self. Knows limitations in lifting and asks for help when needed.
7. Keeps occupied beds in lowest position with gatches turned under bed.
8. Safely transfers patient/resident: Bed to chair, chair to bed, one person, and two person.
9. Monitors patient /resident use of mobility equipment (cane and walker).
10. Knowledgeable concerning fire drill procedures and evacuation and disaster plan.
11. Is conscientious monitoring and correcting risk situations for patients, residents, and co-workers, etc.
12. Must abide by all policies of NEMHS. Read and review all policies.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

Performs these and all other duties within the legal limitations as properly authorized, delegated or assigned.

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date