

Status: Full and Part-time

Schedule: Various

Job Description

Job Title: Nurse Aide - CNA

Job Code: 154400

Reports To: DON

FLSA Status: Non-Exempt

Department: Nursing

Summary: Responsible for performing patient care promptly, efficiently, accurately, completely, neatly, and pleasantly. Must be able to follow directions well.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist in admitting patients: obtain vital signs and weight, assist in dressing patient in appropriate hospital attire, gather personal care items and any other supplies requested by charge RN. Also inquire about allergies and have patient or other responsible person sign permission sheets, apply name and allergy bands.
2. Follow and adhere to isolation techniques and universal exposure control procedures for infection control.
3. Answer patients' call lights. Give aid cheerfully and notify RN when the situation warrants.
4. Communicates patient care concerns, observations, and tasks completed to the charge RN. *Respect the confidentiality of information, handling such with discretion.*
5. Routinely take and accurately record patients' temperature, pulse, respirations, blood pressure and weight.
6. Assist in patients' routine care, including oral hygiene, in early morning, after noon, evening and bedtime.
7. Give baths (bed baths, partial baths, and/or whirlpool baths) and back rubs.
8. Assist patients with maintaining neat and comfortable position in bed; lift, turn, assist with pillows.
9. Fill and apply ice bags, hot water bottle, and k-pads (hot or cold, moist or dry.)
10. Change bed linens.
11. Provides care of infants in the nursery and shows bath, feeding, and safety films to new mothers. Also gives rectal temp and bath demonstrations along with watching return demonstration.
12. Clean the counter in the utility rooms and scrub the instruments from the dressing carts, obstetrical/nursery area and in ER in preparation for sterilization.
13. Serve meal trays such that patients can easily feed themselves, or feed patients as assigned; pick up trays after patients have eaten; record how the patients ate and drank. Between meals, pass freshwater, nourishment, and record intake and output on patients. Adhere to NPO restrictions.
14. Prepare proper diet forms and submit them to dietary as directed by charge RN.
15. Assist patients with mobility. Move patients into and out of bed, including lifting patients to and from stretchers and wheelchairs via lift or gait belt when indicated. Transporting patients via wheelchair, stretchers, crutches, walker or ambulatory as directed. Follow the safety policies: lift magnets on doors, etc.

16. Deliver bed pans and urinals or assist patients to and from bathroom or commode. Perform foley cath care as directed. Provide colostomy care as directed.
17. Collect lab specimens; sputum, urine, and feces. Measure urine, emesis, Gomco and close drainage output.
18. Administer enemas; soap suds; fleets; oil retention; NaCl; tap water; 3H. May insert dulcolax suppository if so directed by charge RN.
19. Assist with application and removal of protective devices: side rails foot boards, and bed cradles.
20. Provide decubiti care with heat lamp or UV light per protocol.
21. Operate and set up humidifiers and croup tents. Clean oxygen equipment and read and record the amounts used.
22. Care for post-operative, coronary care, traction and burn patients according to charge nurse directions.
23. Requisition supplies as needed.
24. Assist in patients' dismissals. Assist with their dressing, gather all personal belongings and accompany patients to mode of transportation.
25. Clean equipment in room post discharge and ready the room for the next admission.
26. Assist in patients' transfers. Gather personal items for family and patients.
27. Clean treatment room and emergency room after each case, and ready room for future use.
28. Observe critical patients and accompany them for test procedures as directed.
29. Assist with clerical duties when requested.
30. Provides care of obstetric patients (labor, delivery, postpartum) as directed by charge nurse.
31. Participate in CODE emergencies.
32. Assist patients with range of motion exercises (active and passive), muscle strengthening exercises, crutch walking, swallowing techniques, and walker use.
33. Follows directions in assisting charge nurse with special procedure.
34. Participates in all categories of patients' care entitles: outpatient, inpatient, skilled care, long term care.
35. Assist with post mortem care.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies : **Design** - Generates creative solutions; Demonstrates attention to detail. **Problem Solving** - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments. **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. **Team Work , Written Communication** - Writes clearly and informatively; Able to read and interpret written information. **Business Acumen** - Aligns work with strategic goals. **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Builds a diverse workforce. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity. **Strategic Thinking** - Identifies external threats and opportunities; Adapts strategy to changing conditions. **Adaptability** - Responds to change in a timely and positive manner; Seeks continuous improvement; Adapts to changes in the work environment; Meets deadlines and commitments in a timely manner. **Attendance/Punctuality** - Arrives on time and ready to work; Shows up for work as scheduled. **Dependability** - Performs work assignments as scheduled; Follows through on commitments. **Initiative** - Identifies and solves problems; Develops and carries out new ideas. **Innovation** - Applies creative thinking to solve problems. **Judgment** - Considers all relevant information; Makes sound decisions. **Motivation** - Shows initiative and takes responsibility for work. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans. **Professionalism, Quality, Quantity, Safety and Security**

Other Responsibilities:

- A. Complete mandatory Health stream computer lessons provided by the hospital.
- B. Maintains BLS certification- recertifies every year.
- C. Participates in the nursing assistant meetings and in-serve programs of the hospital for professional growth and development, 50 % attendance is required.
- D. Participates in CODE, Fire, Tornado, and mass casualty drills.
- E. Respects hospital equipment and reports any faulty operation to the nursing team leader or maintenance supervisor.
- F. Submits incident/ accident reports in compliance with hospital policy.
- G. Reports all care rendered in a timely fashion to supervisor.
- H. Accepts duty rotation according to patients' needs and census as scheduled by supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Database software.

Certificates and Licenses:

CNA Certification

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager Date

HR Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Date