



Job Documentation

JOB TITLE: Certified Nursing Assistant	JOB CODE: S482
DEPARTMENT: Specialty Clinic	STATUS: Non-Exempt
SUPERVISES: N/A	ADDENDUMS: NA
REPORTS TO: Chief Nursing Officer	EFFECTIVE DATE: December 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Certified Nursing Assistant (CNA) assists nursing personnel in providing patient care in assigned areas. Duties may include answering patient calls, checking and recording vital signs and temperature, providing physical support to assist patients with movement during daily activities, delivering meals and assisting with feeding, and reporting changes to nursing staff.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High School Diploma or GED required
- 1-2 years' CNA or medical experience preferred

Certificates, Licensure, Registrations

- Nebraska Certified Medical Assistant (CNA) required
- BLS Certification required



GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Prepare Specialty Clinic exam rooms and overall area at beginning, throughout and at the end of day.
- Assist in obtaining the necessary supplies, equipment, laundry, and information needed for services provided.
- Obtains vital signs and medication changes from the patient and reports to nurse.
- Assists with patient scheduling and the procuring of all necessary information for the clinic visit.
- Assists in maintaining current patient lists in scheduling program/books, makes change and additions as pertinent and communicates changes to patients in a timely manner.
- Assists in making contact with patients for the purpose of verifying appointment times and for obtaining more detailed information.
- Verify that all instruments are cleaned and delivered to Sterilization as necessary.
- Prepare all charts for next Specialty Clinic Day.



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)				X		
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



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