CHASE COUNTY
COMMUNITY HOSPITAL & CLINIC

Job Description

Job Documentation	
JOB TITLE: Certified Nursing Assistant (CNA)	**JOB CODE:** S482
DEPARTMENT: Hospital Nursing - 105	**STATUS:** Non-Exempt
SUPERVISES: NA	**ADDENDUMS:** NA
REPORTS TO: Chief Nursing Officer (CNO)	**EFFECTIVE DATE:** July 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Certified Nurse Aides work under the direction of licensed nursing staff members to assist patients with activities of daily living, primary nursing care, and maintenance of a clean, safe environment.

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

QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED)
Previous nurse aide or healthcare experience preferred

Certificates, Licensure, Registrations

Completion of a state certification course for nursing assistants (CNA)
Current Basic Life Support (BLS) certification required

GENERAL REQUIREMENTS

Knowledge, Skills, and Abilities

- Knowledge of computer hardware equipment and software applications relevant to work functions.
- Ability to maintain confidentiality relevant to sensitive information.
- Ability to establish and maintain effective working relationships with all levels of personnel, medical staff, volunteer, and ancillary departments, including diverse patient populations.
- Ability to communicate effectively both verbally and in writing.
- Ability to manage change and work within an intense work environment.
- Ability to prioritize work demands and work with minimal supervision.
- Demonstrate ability to care for patients of all ages

SIGNIFICANT DUTIES

- Commits to the mission, vision, beliefs and consistently demonstrates our core values.
- Leads by modeling the organization's mission, vision, beliefs, and core values; promotes and role models highly effective interpersonal relationships.
- Follows general nursing policies and procedures regarding nursing care
- Collects vital signs, measurements, intake/output as directed
- Reports significant changes in patient's medical condition to licensed nursing personnel promptly and consistently
- Documents activities of daily living, vital signs, measurements, intake and output, patient mobility, and other primary cares according to Melham procedures for documentation
- Transports patients to other departments under the direction of nursing staff
- Operates equipment in a safe, cost-effective manner
- Anticipates patient needs, rounds on patients routinely/upon licensed nurse request, and attends to nurse call system and patient alarms
- Keeps patient areas free of clutter, dirty linen, and trash
- Restocks supplies at the direction of the nursing leader
- Provides general nursing care such as positioning of patients, lifting and turning of patients, assisting patients with elimination, ambulation, application of binders, thromboembolism prevention devices, heat, and cooling measures, serves/assists/feeds meals and dietary supplements as ordered

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** *(0-25% of day)*	**Occasionally** *(26-50% of day)*	**Frequently** *(51-75% of day)*	**Continuously** *(76-100% of day)*	
Lift: lightweight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)					X	
Lift: heavyweight (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 a distracting environment					X	

SIGNATURES

All levels have approved this job description of management.

_____

Manager Date

_____

HR Date

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

_____

Employee Date