



Job Documentation

JOB TITLE: Certified Nursing Assistant (CNA)	JOB CODE: S482
DEPARTMENT: Medical-Hospital	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 Assistant work under the direction of licensed nursing staff members to assist patients with activities of daily living, basic nursing cares, 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 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 general education degree (GED)
- Previous nurse aide or healthcare experience preferred

Certificates, Licensure, Registrations

- Completion of state Certification course for Nursing Assistants (CNA)
- Current Basic Life Support (BLS) certification required

GENERAL REQUIREMENTS

Knowledge, Skills, and Abilities

- Demonstrates commitment to the organizational mission
- 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
- Communicates effectively both orally and writing
- 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
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Performs other related duties as assigned

SIGNIFICANT DUTIES

- Commits to the mission, vision, beliefs and consistently demonstrates our core values
- Leads by modeling the mission, vision, beliefs, and core values of the organization; 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 basic cares according to Melham procedures for documentation
- Transports patients to other departments under 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 direction of 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 <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