



Department: Intermediate Swing Bed	Job Description Position: Certified Nurse Aide
Responsible to: Charge Nurse & Director of Nursing Services	
Formulated: 5-2003	Revised: 12-2-2021
Approved by:	Date:

OVERVIEW:

- The primary purpose of your job position is to provide each of your assigned residents with routine daily nursing care and services in accordance with the resident's assessment and care plan, and as may be directed by your supervisors. Reports observations to the RN or LPN and helps maintain orderliness and cleanliness as assigned.

JOB DUTIES/RESPONSIBILITIES: Every effort has been made to identify the essential functions of this position. 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 is an essential function of this position.

- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Report all changes in the resident's condition to the Charge Nurse as soon as practical.
- Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisors.
- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.
- Report all complaints and grievances made by the resident to Charge Nurse/DON.
- Notify the facility when you will be late or absent from work.
- Follow established policies and report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals to your charge nurse.
- Participate in and receive the nursing report upon reporting for duty.
- Assist residents with daily dental and mouth care, bath functions, dressing and undressing as necessary, hair care functions, nail care, and eye and ear care and toileting.
- Assist male and female residents in removing facial hair daily or as needed.
- Keep residents dry (change gown, clothing, linen, etc., when it becomes soiled or wet).
- Change bed linens. Keep linens tight to avoid wrinkles from forming under resident.
- Make beds (occupied and unoccupied).
- Position bedfast residents in correct and comfortable position.
- Assist resident with bowel and bladder functions. Maintain intake and output records as instructed. Follow individual toilet plan for each resident.
- Keep incontinent residents clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Assist and transport residents in preparing for medical tests, activities and social programs etc. as necessary.

- Answer resident calls as promptly as feasible.
- Ensure that residents who are unable to call for help are checked frequently.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
- Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers.
- Report injuries of any source, including skin tears and bruises.
- Follow established safety precautions in the performance of all duties.
- Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving residents.

QUALIFICATIONS/EDUCATION: Individuals must be eighteen (18) years of age for full-time employment. Applicants under 18 years of age will be considered for part-time employment, in accordance with the Child Labor Laws. Needs to be able to read, write, speak and understand the English language. Must be a licensed Certified Nursing Assistant in accordance with laws of this State.

CONTINUING EDUCATION: He/she must attend all required departmental meetings. Is to serve on committees that he/she is appointed to. Must attend all mandatory in-service education offerings as required by the DON. Must keep CNA certification updated as required by the State.

PHYSICAL DEMANDS: He/she works a 12 hour day, 36-40 hours per week. Is to have a 30 minute meal break per day. Is allowed, but not guaranteed, two 15 minute breaks. Stands and walks short distances most of the day. Stoops, reaches, lifts, and carries items. Helps move/transfer residents. Must take a TB skin test given by the facility every other year.

PERFORMANCE REQUIREMENTS: Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served. Must be a supportive team member, contribute to and be an example of team work and team concept. Must possess the ability to make independent decisions when circumstances warrant such action. Must also deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public. Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents. Must maintain good standards of infection control, safety and sanitation. Reports all concerns to the charge nurse. Must chart all the required information on designated form.

PERSONAL RESPONSIBILITIES:

- Meets dress code standards, appearance is neat and clean.
- Demonstrates appropriate punctuality and attendance.
- Wears identification while on duty; uses time-clock system correctly.
- Represents the organization in a positive and professional manner in the community.
- Maintains patient confidentiality at all times. Agrees not to disclose patient's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Completes annual educational requirements.
- Actively participates in annual review of work performance.
- Abides by Hodgeman County Health Center Standards of Performance and General Rules of Conduct.
- Complies with all organizational policies regarding ethical medical practices.

WORKING CONDITIONS:

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, patient rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, residents, family members, personnel, and visitors.
- Communicates with medical staff, nursing personnel, and other department directors.
- Works beyond normal working hours and on weekends and holidays when necessary. On call 24 hours per day, 7 days per week.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is involved in community/civic health matters/projects as appropriate.
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintains a liaison with the residents, patients, their families, support departments, etc., to adequately plan for the resident's and patient's needs.

POSITION ACKNOWLEDGMENT

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position of **Certified Nurse Aide** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature Employee: _____

Date: _____ Signature HR: _____