

Job Description

Position Title: Certified Nurse Aides

Reports To: Charge Nurse
Nurse Manager
Director of Nursing

Job Summary:

The Assistant is responsible to assist the professional staff by performing various resident care activities and related nonprofessional services necessary in caring for the personal needs and comfort of the residents. Responsible for the delivery of resident care (baths, personal grooming, feeding) as directed by the Nurse Manager, Charge Nurse or Director of Nursing. To maintain established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards. Strives to incorporate the philosophy and mission of the facility and to incorporate the facility goal of quality care in personal manner with total regard for individual human dignity.

The Certified Nurse Assistant is listed as current (not expired or lapsed) on the NYS Nurse Aide Registry, that the CNA's current nurse aide certification status has been verified with the NYS Nurse Aide Registry, that there are no findings or convictions of resident abuse, mistreatment, neglect or misappropriation of resident property listed on the Registry against the CNA, and that the printed verification from the Registry verifying all of the above is filed in the CNA personnel records.

Adheres to Facility Standard of Conduct and practices the Core Values. Represents the facility accurately and honestly. Acts with integrity and in the best interest of the resident and facility philosophy, policies and procedures. Identifies instances of non-compliance and takes appropriate actions, including reporting violation of facility policies and regulations as deemed appropriate.

Essential Duties and Responsibilities

1. The CNA provides personal care assistance to residents as directed. (Bathing, grooming, feeding and toileting)

Application of Knowledge Performance Criteria:

- Demonstrates ability of administering complete/partial resident baths. This would include bath, oral care, dentures, Foley care, hair/nail care, shaving, bed making and cleaning of utensils used

- Assists in the toileting needs of the residents, records outputs accurately. Empties drainage collection devices and completes documentation of BM log and toileting scheduling, rehab and nourishments.
 - Follows facility protocol for admission documentation. Demonstrated skill in the nursing process. HIPPA Competency – Protects resident privacy by insuring resident charts or items with resident data with protected health information is not left unattended or left opened.
 - Demonstrates ability to read, understand and follow individual resident Care Plan.
 - Maintains harmonious relationship with unit and co-workers, providing support and assistance to co-workers to ensure quality resident care.
2. Prepares residents for meals; serves and collect trays, assists in setting up and feeding residents; serves fresh water and nourishments when indicated.

Application of Knowledge Performance Criteria

- Completes meal assessment sheet and records oral intakes accurately
- Utilizes proper lifting and body mechanics to prevent personal injury

Collaboration Performance Criteria

- Demonstrates attitude of cooperation and professionalism when working in department.

Planning/Timeline Performance Criteria

- Organizes work to complete assignments within the required time frame

3. The certified Nursing Assistant helps residents with transferring and lifting, raising residents in beds and turning residents. May apply restraints as directed.

Application of knowledge Performance Criteria

- Maintains confidentiality of all resident, facility and/or physician related information.
- Maintains resident confidentiality and does not discuss resident in public areas, such as break room, hallways and elevators.
- Demonstrates ability to lift, transfer and transport residents in wheelchair, bed or care, etc. Utilizes appropriate transfer devise.
- Demonstrates ability to apply restraints as directed by nurse following facility policy and procedure guidelines.

Communication Performance Criteria

- Reports problem areas to the Supervisor

Collaboration Performance Criteria

- Identifies when help is required in providing resident care and seeks it appropriately recognizing own limitations

4. Obtains temperature on residents whose medical conditions warrant such monitoring. Obtains urine samples, weights, and intake/output.

Application of Knowledge Performance Criteria

- Demonstrates ability to obtain and record resident's temperature, pulse, respiration, weight, intake/output as directed by nurse. Demonstrates the ability to assist with specimen collection (urinalysis, etc.)
- Conducts job duties in accordance with departmental standards
- Recognizes and reports changes in resident conditions to a nurse, demonstrates knowledge of complications and asks appropriate questions to clarify the situation.

Communication Performance Criteria

- Verbal ability to express ideas and views effectively. Must possess the ability to make independent decisions when circumstances warrant such action.

Record Keeping Performance Criteria

- Reports accurate results to achieve the best possible resident care.

5. Regularly checks on residents insuring comfort, dignity and privacy.

Application of Knowledge Performance Criteria

- Answers call lights promptly; respond promptly to resident inquires, reports any abnormal findings or complains to primary nurse.
- Acts as an advocate of the Resident Bill of Rights and assures resident and family understanding. Demonstrates mission of the facility by providing quality care in a personal manner with total regard for individual human dignity.

Communication Performance Criteria

- Communicated clearly and tactfully with residents and their families

Collaboration Performance Criteria

- The certified Nursing Assistant cooperates with other personnel to achieve department objectives and maintains good employee relations, interdepartmental objectives, and infection control policies.

Resident Relations Performance Criteria

- Maintains confidentiality of all resident/staff nursing home information.

6. Performs related Certified Nurse Assistant duties as assigned for efficient unity operation

Application of Knowledge Performance Criteria

- Prepares resident room for admission. Responsibilities include resident orientation to room, providing admission pack supplies, assisting resident with dressing as indicated.
- Demonstrates the ability to assist the nurse with various duties as directed. Example of this includes removing and replacing TEDS, reapplication of oxygen, application of specialty mattresses, turning and positioning immobile residents every two hours.
- Upon discharge assists resident with dressing and packing. Cleans room of supplies/linen prior to terminal cleaning by housekeeping staff. Demonstrates ability to assist with post mortem care.

Communications Performance Criteria

- Listens well and effectively communicates in writing and orally

Resident Relations Performance Criteria

- Maintains and improves resident optimal level of functioning and nursing rehabilitation. Recognizes changes in resident's condition and asks appropriate questions to clarify the situation. Reports changes to Manager.

7. Attends all in-services and meetings as required

Application of Knowledge Performance Criteria

- Projects poise, authority, and a positive image, Wears appropriate clothing and accessories, giving proper attention to personal hygiene. Wears a facility ID Badge while on duty.
- Infection Control Competency. Demonstrates knowledge of and adheres to all infection control procedures including proper hand washing techniques, contact with blood spills standard precautions.
- Attends all mandatory In-services. Attends department meetings as required and scheduled
- Completes NYS regulation for 6 hours in 6 months.

Collaboration Performance Criteria

- Competency: Participates in drills and demonstrates knowledge of Plan of Department.

8. Cleans each unit as assigned by manager, including IV poles, ice bucket/ladle, wheelchairs, hoysers, carts, etc.

Application of Knowledge Performance Criteria

- Conducts job duties in accordance with department standards
- Assists in the containment of the Facility's costs through conserving supplies and equipment when possible.

Planning/Timeliness Performance Criteria

- Organizes work to complete job tasks in a timely manner. Responds promptly to change in workload, adjusting assignments to achieve optimal productivity and efficiency
- Straightens and cleans utility room/pantry as assigned per unity/shift. Delivers supplies to resident rooms. Completes weekly cleaning assignments as directed. Maintains resident rooms in a neat orderly and clutter free environment. Ensures that closets, drawers, clothing and personal items are labeled.

9. Performs other related duties as assigned or requested.

Position Qualifications

Preferred Minimum Education

- High School Diploma (GED)

Minimum Experience

- Certified Nurse Aide Program or NYS Current Certification

Required Registration/Certification

- Successful completion of a Certified Nurse Aide Program and NYS Current Certification. Certification must be current and the CNA must be in good standing with the NYS Registry.

Employee Acknowledgment

I have read the above Job Description and understand the requirements and expectations of the Position of Certified Nurse Aide for Creekview Nursing and Rehab.

Signed:

Employee

Date

Administrator/Designee

Date