



## JOB DESCRIPTION

Position Title: CNA

Accountable to: Charge Nurse/DON

Date Prepared: 6-1-96

Date Revised: 6-6-19

### **POSITION SUMMARY:**

Performs the functions of a nursing assistant in carrying out all assignments given by the RN or LPN in charge of the unit. Is accountable for all resident care he/she gives during a shift. Is responsible for promoting team work among co-workers and personal self development. Maintain confidentiality of information regarding clients, families, health care personnel and Bowdle Healthcare Center. Will ensure the safety and overall well-being of all residents.

### **REQUIREMENTS AND QUALIFICATIONS:**

Education: Eighth grade education or equivalent

License/Certification: Certified Nurse Aide by State of SD and Board of Nursing

### **DUTIES AND RESPONSIBILITIES:**

1. Is self-directing and follows through with responsibilities and assignments in a timely manner.
2. Manages time effectively.
3. Completes special daily assignments as assigned.
4. Regularly attends staff meetings to communicate new and pertinent developments and review issues.
5. Demonstrates knowledge and skills necessary to provide care appropriate to the age of the patients served.
6. Takes accurate vital signs, weight, and height measurements and records in appropriate place.
7. Knowledgeable and complies with regulations regarding emergency situations and drills.
8. Provides care in accordance with standards of patient care and implements patient care as delegated to do so in timely manner.
9. Documents accurately and correctly; understands the importance of correct documentation.
10. Ensures that rooms are stocked appropriately with supplies needed.

11. Ensures that equipment is maintained and in working condition. If not, making sure that maintenance knows about the issue.
12. Displays appropriate, courteous attitude and behavior towards residents, coworkers, and administration through tone of voice and facial expressions, etc.
13. Always demonstrates professional attitude towards staff, physicians, and visitors.
14. Maintains calm professional demeanor in stressful situations.
15. Follows dress code and standards for personal hygiene; wears name badge.
16. Limits phone use to breaks only and if necessary to have with you, approved by DON.
17. Adheres to policy for attendance and tardiness.
18. Exercises discretion and maintains confidentiality in all matters relating to residents and BHC.
19. Exhibits dependability by providing proper notification for absences or tardiness.
20. Respects allotted time limits when taking breaks and lunch periods.

**PHYSICAL ACTIVITY REQUIREMENTS:**

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently when lifting charts, supplies, etc.

LIFT 11 to 25 lbs.: Occasionally when lifting equipment.

LIFT 26 to 50 lbs.: Occasionally when lifting and transferring residents, equipment etc.

LIFT over 50 lbs.: Occasionally when lifting and transferring residents with assistance of another staff member.

CARRY up to 10 lbs.: Frequently when lifting charts, supplies, etc.

CARRY 11 to 25 lbs.: Occasionally when lifting equipment.

CARRY 26 to 50 lbs.: Occasionally when lifting/transferring residents, equipment, etc.

CARRY over 50 lbs.: Occasionally when lifting and transferring resident with assistance of another staff member.

REACH above shoulder height: Necessary in performing daily routine resident care.

REACH at shoulder height: Necessary in performing daily routine resident care.

REACH below shoulder height: Necessary in performing daily routine resident care.

PUSH/PULL: Occasionally with equipment used.

Hand Manipulation

Grasping: Frequently necessary in performing various resident care activities, especially use of pen when documenting into medical record.

Handling: Frequently with use of equipment and use of pen in documentation.

Fingering: Daily performance of duties such as various procedures and charting.

Controls & Equipment: Blood pressure gauge, thermometer, stethoscope wheelchair, urinary catheters, telephone, paging system, Hoyer lift, whirlpool, transfer belts, walkers, and cane.

Other Physical Considerations

Twisting: Necessary with various resident care activities.

Bending: Necessary with various resident care activities.

Squatting: Necessary with various resident care activities.

Kneeling: Necessary with various resident care activities.

Crouching: Necessary with various resident care activities.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	less than 1	1
Stand	less than 1	1
Walk	less than 1	6

**DURING A 12 HOUR SHIFT, EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	less than 1	2
Stand	less than 1	2
Walk	less than 1	8

**WORK SURFACE:**

Primarily tile surface.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Very necessary in carrying out duties and responsibilities; and communicating with staff, residents and families.

Hearing: Very necessary in carrying out duties and responsibilities; and communicating with staff, residents and families.

Sight: Also necessary in performing nursing tasks.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Blood borne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

Category I- (Direct contact with blood or other bodily fluids to which universal precautions apply)

Refer to Exposure Control Plan for additional information.

**OTHER CONSIDERATION AND REQUIREMENTS:**

Work Hazards: Risk of being exposed to communicable or infectious disease and back strain if proper safety precautions are not followed.

Consequences of Action: Failure to comply with department and/or facility policies will result in disciplinary action as outlined in the personnel policy manual.

This position requires 15 days' notice of resignation.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_ DATE: \_\_\_\_\_