

Job Description: CNA

Salem Home
704 S. Ash
Hillsboro, KS 67063

Tab Title: LTCU
File Name: CNA Job Description
Date of Prior Issue: July 2005
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SUBJECT: JOB DESCRIPTION: CERTIFIED NURSE AIDE

Applies to: CNA's

Position Purpose:

Certified Nurse Aides are health-care professionals who are responsible for providing basic care to residents to maintain or regain physical, mental, and emotional well-being through quality of care and quality of life tasks. Aides in this capacity are certified nurse aides (CNAs) through successful completion of training in a State approved training course. These health care workers are employed in this health care facility.

Certified Nurse Aides work in collaboration with registered nurses.

The primary purpose of the job position of a Certified Nurse Aide is to provide outstanding direct resident care to the residents per the resident's individualized, comprehensive care plan and to document planned care, and to report day-to-day changes. These duties will be in accordance with current federal, state, facility, and as may be required by the neighborhood Charge Nurse and the facility's Director of Nursing Services to ensure that the highest degree of quality care is maintained at all times.

Delegation of Authority

Any and all Certified Nurse Aide responsibilities are delegated by the administrative authority of the neighborhood charge nurse and/or Director of Nursing and accountability necessary for carrying out any and all assigned duties are consistent with the scope of practice including in the Nurse Practice Act of the State of State Board of Nursing and Health Occupations Credentialing Division of the State Department of Health.

Supervision:

The Certified Nurse Aide is under the direct supervision of the neighborhood Primary Care Nurse and the facility Director of Nursing and/or the Assistant Director of Nursing as delegated by the Director of Nursing.

Qualifications and Position Requirements:

- The desired minimum requirements necessary to effectively perform position responsibilities include a certificate as a Nurse Aide from an accredited educational provider; excellent leadership skills or an acceptable equivalent combination of education and experience, and respect for the principles of resident rights, confidentiality, EEO and ADA
- Must possess a current, unencumbered, active certification to practice as a Certified Nurse Aide in this state
- Must be able to read, write, speak, and understand the English language
- Must possess the ability to make independent decisions when circumstances warrant such action

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- Must possess the ability to deal tactfully with residents, family members, visitors, co-workers and other facility personnel, government agencies/personnel, and the general public
- Must have knowledge and understanding of dementia and dementia care
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care
- Must be willing to work harmoniously with professional and non-professional personnel
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing assistant practices
- Must be able to relate information concerning a resident's condition
- Must not pose a direct threat to the health or safety of other individuals in the workplace

Other Training, Skills and Experience Recommendations:

- Computer skills, knowledge of medical terminology, dementia training
- On-the-job training and on-going education will be provided

Essential Functions (with or without reasonable accommodations):

- Provides quality direct care to residents based on evidence-based best practice per each resident's comprehensive care plan
- Reports to and performs those duties assigned by the neighborhood charge nurse
- Is a certified nursing assistant and has additional training in resident-specific needs of care
- Demonstrates acceptable skill proficiency in those areas of certified nurse assistant that the facility has determined it will make available to its residents
- Demonstrates proficiency in motivating residents to participate in and complete planned care
- Follows appropriate safety and hygiene measures at all times to protect residents and themselves
- Meets facility continuing education requirements for certified nurse assistants
- Demonstrates a practical knowledge of facility policies and procedures for nursing
- Complies with facility guidelines for documentation and physicians' orders
- Relates well to residents, family members, and facility staff

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- Interacts well with interdisciplinary team and implements individual programs as developed
- Follows all Infection Prevention and Control procedures
- Maintains equipment and supplies for treatment
- Maintains consistent resident care schedule and is efficient in use of time
- Able to perform duties with a minimum of supervision
- Identifies potential problems/issues and reports to supervisor in a timely manner
- Maintains a professional attitude and appearance
- Is supportive of facility goals and objectives

Physical Requirements and Emotional Requirements:

The employee must be able:

- To move intermittently throughout the work day
- Speak and write the English language in an understandable manner
- Able to cope with mental and emotional stress of position
- Able to see & hear or use accommodative prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met
- Function independently and have flexibility, personal integrity, and ability to work effectively with elders, family members, personnel and support agencies
- Be in good general health and demonstrate emotional stability
- Able to relate to and work with ill, disabled, emotionally upset and at times, hostile people within the facility
- Able to assist in evacuation of elders during emergency situations
- See, hear or use prosthetic devices to enable use of the senses adequately
- Sits, stand, bend, stoop lifts & moves for extended periods of time
- Dexterity of hands and fingers to operate equipment
- Subject to frequent interruptions
- Ability to lift, move, push or pull a minimum of fifty (50) pounds
- Involved with elders/residents, personnel, visitors, government agencies/personnel under all conditions and circumstances

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- Subject to hostile and emotionally upset elders, family members, personnel and visitors
- Communicates with medical staff, nursing personnel and other department supervisors
- Works beyond normal working hours and in other positions temporarily when necessary

Work Environment:

- The primary work environment is throughout the facility and at times the work is stressful
- The employee may be exposed to blood, body fluids, infectious diseases and air contaminants
- The employee may be subject to work call-back during times of facility emergency or disaster preparedness functions
- Employee must be organized and detail-oriented
- Employee may be requested to perform other duties or tasks that are not listed but are within the competence and training of the individual

Summary of Occupational Exposures:

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as: Category III (Task/activity does not entail predictable or unpredictable exposure to blood.)

Specific Task Exposure:

- General Elder Care: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions other body fluids-cerebrospinal, synovial, pleural, peritoneal, pericardial
- Handling soiled linens and clothing: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions, other body fluids-cerebrospinal, synovial, pleural, peritoneal, pericardial
- Cleaning elder rooms and common areas-Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions
- Refer to Exposure Control Plan for additional information

Confidentiality of Information:

- The employee in this position may not disclose any record (via any media format, known or unknown)
- May not disclose any elder or facility information, any system log-in codes or password assigned or permit any unauthorized access to elder/resident or facility information without express written consent of the facility management

Position Acknowledgement:

By accepting this position, the employee agrees to perform the tasks outlined in this job description, as well as other tasks that may become necessary to the position. Failure to perform the duties in a safe and professional manner and in accordance with the facility established policies and procedures may result in disciplinary action including termination of employment.

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The employee will receive a copy of this job description and a signed copy will be placed in the employee's personnel employment file.

I have read, understand, and been provided a copy of this job description.	
_____	_____
Date	Signature – Employee

	Printed Name – Employee
_____	_____
Date	Signature – Director of Human Resources