

## Job Description

Title: Certified Nursing Assistant

Department: Nursing

Responsible to: Director of Nursing

Duty Hours: 6:00am- 2:15pm  
2:00pm- 10:15 pm  
10:00 pm- 6:15am

wp6.jdcna

## Purpose of Your Job Position

The primary purpose of your job description is to assist in planning, organizing, developing, and conducting Rehab Nursing Services in accordance with current applicable federal, state, and local standards, guidelines and regulations, and as may be directed by the Administrator to assure that the highest degree of quality patient care can be maintained at all times. The CNA/Rehab Tech performs rehabilitation nursing duties and assists in maintaining a positive physical and psychological environment for the patients under the supervision of the Director of Nursing or his/her designee.

## Administrative Functions

Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.

Use the wristband or photo card file to identify patients before delivering care, serving meals, etc., as necessary.

Report all accidents and incidents you observe on the shift as they occur.

Use only authorized abbreviations established by this facility when recording information.

Report all changes in the patient's condition to the charge/licensed nurse as soon as possible.

## Admission Transfer, and Discharge Functions

Ensure that the patient's room is ready for receiving the patient (i.e., bed made, name tags up, admission kit available, etc.).

Greet and escort patients to their room.

Introduce patients to his/her roommate, if any, and other patients and personnel as appropriate.

Make patient comfortable (i.e. put to bed, get water, etc.).

Inventory and mark the patient's personal possessions as instructed.

Store patient's clothing.

Assist patients with packing their personal possessions when they are being transferred to a new room, or when being discharged.

Transport patients to new rooms or to the receiving area.

Assist patient with loading/unloading as necessary.

(continued)

## **Personnel Functions**

Follow work assignments, and/or work schedules in completing and performing your assigned tasks.

Works effectively with peers in team approach.

Observes dress code policies; professional appearance.

Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisor.

Notify the facility when you will be late or absent from work.

Report all complaints and grievances made by the patient.

Cooperate with interdepartmental personnel, as well as other facility personnel to assure that nursing services can be adequately maintained to meet the needs of the patients.

Create and maintain an atmosphere of warmth, personal interest and positive emphasis as well as a calm environment throughout the unit and shift.

Meet with nursing personnel on a regularly scheduled basis to assist in identifying and correcting problem areas and/or the improvement of services.

## **Personal Nursing Care Functions**

Participate in and receive the nursing report upon reporting for duty.

Assist patients with daily dental and mouth care (i.e. brushing teeth/dentures, oral hygiene, special mouth care, etc.).

Assist patients with bath functions (i.e. bed bath, tub or shower bath, etc.) as directed.

Give backrubs as instructed.

Assist patients with hair care functions (i.e. combing, brushing, shampooing, etc.).

Assist patients with nail care (i.e. clipping, trimming, and cleaning the finger/toenails). NOTE: does not include diabetic patients.

Shave male patients.

Keep hair on female patients clean shaven (i.e. facial hair, under arms, on legs, etc., as instructed).

Keep patients dry (i.e. change gown, clothing, linen, etc., when it becomes wet or soiled).

Make beds (occupied and unoccupied).

Position bedfast patients in correct and comfortable position.

Change bed linens. Keep linens tight to avoid wrinkles from forming under the patient.

Put extra cover on beds as requested.

(continued)

Assist with personal care functions (i.e. take to bathroom, offer bedpan/urinal, portable commode, etc.).

Maintain intake and output records as instructed.

Keep incontinent patients clean and dry.

Check and report bowel movements and character of stools as instructed.

Prepare and give tap water enemas. Report results as instructed.

Collect specimens as instructed (i.e. urine, sputum, stools, etc.).

Assist patients in preparing for medical tests (i.e. Lab work, x-ray, therapy, dental, etc.).

Assist patients in preparing for activity and social programs (i.e. church services, parties, visitors, etc).

Follow established policies concerning exposure to blood/body fluids.

Assist in transporting patients to/from appointments, activity and social programs, etc., as necessary.

Assist with lifting, turning, moving, positioning, and transporting patients into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.

Answer patient calls promptly.

Assist patients to walk with or without self-help devices as instructed.

Provide eye and ear care (i.e. warm/cold compresses, eye/ear instillation, cleaning eyeglasses/hearing aides, etc.) as instructed.

Measure and record temperatures, pulse, and respirations (TPRs), as instructed.

Weigh and measure patients as instructed.

Assist in preparing the patient for a physical examination.

Assist with the application of non sterile (moist and dry) warm/cold compresses.

Assist with the care of the dying patient.

Provide post-mortem care as instructed.

Check patients routinely to assure that they're personal care needs are being met.

## **Special Nursing Care Functions**

Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).

Provide daily indwelling catheter care.

(continued)

Personal Nursing Care Functions (continued)

Safety and Sanitation (continued)

Check restrained patients at least every thirty (30) minutes.

Release restraints at least every two (2) hours for range of motion exercises, taking to the bathroom, etc.

Maintain a record of restrained patients, the times restraints were released, and how long the restraints were released.

Notify the charge/licensed nurse of any patient leaving/missing from the facility.

Keep floors dry. Report spills immediately.

Keep excess supplies and equipment off the floor. Store in designated areas.

Keep patients personal possessions off the floor and properly stored.

Follow established smoking regulations. Report all violations.

Keep the nurses' call system within easy reach of the patient.

Report all hazardous conditions and equipment to the charge/licensed nurse immediately.

Follow established safety precautions in the performance of all duties.

Report all safety violations.

Keep bedside rails up when the patient is in bed.

Before leaving work area for breaks, or at the end of the work day, store all tools, equipment, and supplies.

Wash hands before and after performing any service for the patient.

Wash wheelchairs, walkers, etc., as instructed

Clean, disinfect, and return all patient care equipment to its designated storage areas after each use.

Perform routine housekeeping duties (i.e. clean bedrails, overbed table, night stand, etc., that relate to nursing care procedures).

Wash hands before entering and leaving an isolation room/area.

Report any communicable or infectious disease that you contact to the Director of Nursing and/or to the Infection Control Coordinator.

Follow established isolation precautions and procedures.

Use isolation gowns and gloves as indicated.

## **Equipment and Supply Functions**

Use only the equipment you have been trained to use.

(continued)

Operate all equipment in a safe manner.

Personal Nursing Care Functions (continued)

(continued)

## Equipment and Supply Functions (continued)

Provide daily perineal care.

Assist with the application of slings, elastic bandages, binders, etc.

Give tepid sponge baths.

Provide daily Range of Motion Exercises, record data as instructed.

Turn bedfast patient at least every two (2) hours.

Observe disoriented and comatose patients. Record and report data as instructed.

Watch for and report any change in room temperature, ventilation, lighting, etc.

Turn all medications found in the patient's room/possession over to the charge/licensed nurse.

Provide patients with Reality Orientation as instructed.

## Food Service Functions

Prepare patients for meals (i.e. take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining room, etc.).

Serve food trays. Assist with feeding as indicated (i.e. cutting foods, feeding, assist in dining room supervision, etc.).

Assist patients with identifying food arrangements (i.e. informing patients with sight problems, of foods that are in his/her tray, where it is located, if it is hot/cold, etc.).

Record the patients food/fluid intake. Report changes in the patient's eating habits.

Keep patients water pitchers clean and filled with fresh water (on each shift), and within easy reach of the patient.

Serve between meal and bedtime snacks.

Perform after meal care (i.e. remove trays, clean Patient's hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.).

Check rooms for food articles (i.e. food in proper container, unauthorized food items, etc.).

## Staff Development

Attend and participate in scheduled training and educational classes.

Attend and participate in scheduled orientation programs and activities.

## Safety and Sanitation

Restrain patients in chair/bed as instructed.

(continued)

Use only the equipment and supplies necessary to do the job. Do not be wasteful.

Report defective equipment to the charge/licensed nurse.

Inform the charge/licensed nurse of your equipment and supply needs.

## Care Plan Functions

Review care plans daily to determine if changes in the patient's daily care routine have been made on the care plan, located on the ADL instruction sheet.

Inform the charge/licensed nurse of any changes in the patient's condition so that appropriate information can be entered on the patient's care plan.

Ensure that your notes reflect that the care plan is being followed.

## Patient Rights

Maintain the confidentiality of all patient care information.

Ensure that you treat all patients fairly, and with kindness, dignity, and respect.

Ensure that all nursing care is provided in privacy.

Knock before entering the patient's room.

Report all grievances and complaints made by the patient to the /licensed nurse.

## Working Conditions

Works throughout the nursing service area (i.e. med rooms, nurses station, patient rooms, etc.).

Sits, stands, bends, lifts and moves intermittently during working hours.

Is subject to frequent interruptions.

Involved with patients, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.

Is subject to hostile and emotionally upset patients, family members, personnel, and visitors.

Communicates with the medical staff, nursing personnel, and other department personnel.

Works beyond normal working hours and on weekends and holidays when necessary.

Attends and participates in continuing educational programs.

Is subject to falls, burns from equipment, infectious diseases, odors, etc., throughout the work day.

Is subject to exposure to infectious waste, diseases, conditions, etc., including the **AIDS and Hepatitis B** viruses.

Physical and Sensory Requirements (continued)

## **Education**

Must possess, as a minimum, a high school diploma.

Must be a Certified Nurse Assistant in good standing with this state or must be within four (4) months of employment and have completed state required training and a competency evaluation program.

## **Experience**

Must be a licensed Certified Nurse Assistant in accordance with the laws of this state.

Have had exposure to restorative nursing techniques.

## **Specific Requirements**

Be familiar with the general idea of rehabilitation.

Must have successfully completed a CNA program or be enrolled within 6 months of employment.

Must meet all local health regulations, and pass post-employment physical examination as required.

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.

Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel and the general public.

Must be a minimum of eighteen (18) years of age and of good moral character.

Must possess the ability to work harmoniously with professional and non-professional personnel.

Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle difficult patients.

Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing nursing practices.

Must be able to maintain good personnel relations and employee morale.

Must be able to relate information concerning a patient's condition.

## **Physical and Sensory Requirements**

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the work day.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

(continued)

### Physical and Sensory Requirements (continued)

Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be met.

Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.

Must be in good general health and demonstrate emotional stability.

Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at all times hostile people within the facility.

Must be able to lift, push, pull, and move patients, medical equipment, supplies, etc., a minimum of fifty (50) pounds.

Must be able to assist in the evacuation of patients.

## Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Certified Nursing Assistant / Rehab Tech and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

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

Date

Signature- Certified Nursing Assistant / Rehab Tech

Date

Signature - Director of Nursing