



**Certified Nurse Assistant (CNA)  
JOB DESCRIPTION**

Position Title:	Certified Nurse Assistant (CNA)	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Medical/Surgical Floor		
Reports to:	Chief Nursing Officer		
Last Update:	August 14, 2012		

**Job Summary**

Assist patients with activities of daily living, provides basic nursing care to non-acutely ill patients and assists in maintenance of a safe and clean environment under the direction and supervision of the Registered Nurse in charge of the team and/or unit.

**Essential Functions**

- Promote the mission, vision, and values of the organization
- Provide basic nursing care to non-acutely ill patients within the Nursing Assistant's scope of practice that includes actions that meet psychosocial needs and physical needs.
- Provide general aspects of care that meet psychosocial or physical needs or both simultaneously, within the Nursing Assistant's scope of practice.
- Meet communication needs of patients.
- Demonstrate performance reflecting the initiative and responsibility expected of a Nursing Assistant.
- Assist in admission, transfer and discharge of patient.
- Perform basic patient care responsibilities considering needs specific to the standard of care for patient's age.
- Demonstrate ability to communicate to the RN any observed changes in patient status and responses.
- Maintain awareness of the needs of the pediatric, geriatric and general patient population.
- Demonstrate ability to assist with feeding patients and maintaining fluid balance with technique appropriate for patient's age and physical condition.
- Provide explanation to patient and family prior to administering care to patient; answers questions within scope of practice.
- Demonstrate ability to perform treatments and provide services within scope of practice.
- Communicate appropriately and clearly to team leader, co-workers and physicians.
- Consult other departments as appropriate to provide for an interdisciplinary approach to the patient's needs.
- Provide care appropriate to condition and age of the patient, including pediatric, geriatric and general population.
- Demonstrate an ability to assist physicians with procedures and performs services requiring technical and manual skills under the direction of an RN.
- Demonstrate an ability to be flexible, organized and function under stressful situations.
- Respond to patient in emergency or physically distressful situations.
- Treat patients and their families with respect and dignity; ensures patient confidentiality.
- Interact professionally with patient/family and involves patient/family in the formation of the plan of care.
- Maintain a good working relationship both within the department and with other departments.

- Meet current documentation standards and policies and completes within shift.
- Manage and operates equipment safely and correctly.
- Coordinate and supervises patient care under the direct supervision of an RN.
- Demonstrate knowledge of disease entities.
- Ensure that medical and surgical asepsis is carried out during treatments and special procedures.

**Non-Essential Functions**

- Perform other duties as assigned

**Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**Qualifications**

- Successful completion of certified nursing assistant program or ability to obtain certification within six (6) months of hire
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- Advanced Cardiac Life Support (ACLS) certification preferred
- Pediatric Advanced Life Support (PALS) certification preferred

**Knowledge, Skills, and Abilities**

- Knowledge of patient services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

**Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**