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