
POSITION DESCRIPTION

Job Title: Certified Nursing Assistant	Effective Date: 06/27/08
	Revised: 01/12/12

Summary Description:

To provide routine daily nursing care and services that support the care delivered to patients/residents residing in the facility in accordance with the established nursing care policy and procedures and as directed by the supervisor.

Essential Functions and Responsibilities:

1. Works utilizing guidelines established by the facility policy and procedures.
2. Provides care as directed by the nurse to patients/residents residing in the facility.
3. Reports to the nursing supervisor any observations and pertinent information related to the care of the patient/resident.
4. Documents observations related to patient/resident care, per facility standard.
5. Provides services that support the care delivered to the patient/resident.
6. Provides input in the formulation and evaluation of standards of care.
7. Participates in the development of unit objectives.
8. Participates in the identification of staff educational needs.
9. Conducts self in a professional manner in compliance with unit and facility policies.
10. Participates in the performance improvement process, and activities.
11. Performs other related duties as assigned or requested.
12. Maintains patient/resident care supplies, equipment, and environment.
13. Serves as a preceptor to new CNA staff, as delegated.
14. Works rotating shifts, holidays, and weekends, as scheduled.
15. Maintains knowledge of equipment set-up, maintenance, and use (i.e., restraints, monitors, drain devices, lifts, weight machines, etc.).
16. General Patient/Resident Care
 - A. Correctly identifies patient/resident prior to care.
 - B. Ensures that patients/residents are approached in a kind, gentle, and friendly manner.
 - C. Consistently provides respect for the patient's/resident's dignity and privacy.
 - D. Maintains confidentiality of all patient/resident information.
 - E. Reports all grievances and complaints made by the patient/resident to the Charge/Staff Nurse.
 - F. Provides assistance with admissions/transfers/discharges.
 1. Strips room after patient/resident is transferred/discharged.
 2. Moves patients/residents to accommodate unit needs.
 - G. Transports specimens to the appropriate areas.
 - H. Re-stocks patient/resident rooms

19. Documentation
 - A. Document per facility policy.
 - B. Accurately records vital signs on the appropriate form.
 - C. Accurately records intake and output on the appropriate form.
 - D. Records patient/resident weights on the appropriate form.
 - E. Maintains CNA flow sheet as applicable.
 - F. Documents restorative program and progress towards goals.
 - G. Uses only Company-approved abbreviations when recording information.
20. Communication
 - A. Reports all changes in a patients/residents condition as soon as possible to the nursing supervisor (LPN/LVN/RN).
 - B. Reports to nurse supervisor prior to leaving assigned area.
 - C. Attends staff meetings if on duty. Reads and initials minutes if not on duty.
 - C. Reports patient/resident/employee/unit problems to the nursing supervisor.
21. Professionalism
 - A. Makes decisions that reflect both knowledge and good judgment.
 - B. Shows evidence of awareness of own limitations and seeks assistance when necessary.
 - C. Adheres to dress code and facility attendance policy.
 - D. Attends committee meetings, if assigned. Reports related to the committee are given during staff meetings.
 - E. Takes responsibility for own professional growth. Attends and participates in all scheduled training, educational and orientation classes, programs and activities including annual mandatory classes.
 - F. Follows work schedules and completes assigned tasks according to the established standards of the facility.
 - G. Notifies the nursing supervisor when tardy or absent from work within established facility time frames.
 - H. Demonstrates organizational ability and time management.
 - I. Respects confidentiality of patient/resident at all times (i.e., when answering telephone and/or speaking to co-workers).
 - J. Cooperates with inter-departmental personnel to ensure that the needs of the patients/residents are met and maintained.
22. Human Relations
 - A. Demonstrates a positive working relationship with patients/residents, visitors and facility staff.
 - B. Acknowledges authority and exhibits appropriate response to the direction of supervisors.
 - C. Spends time with patients/residents rather than other personnel.
 - D. Readily assists co-workers as needed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the Facility.

elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date