



Certified Nursing Aide Job Description

Supervisor: Charge Nurse and Director of Nursing

Overview:

The CNA is responsible to provide resident care under supervision of the charge nurse. The CNA follows established facility policies and procedures while providing and coordinating resident care with other facility personnel. Completion of high school diploma desired. Completion of 72 hour certified nursing assistant class required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See chart below for Critical Physical Demand Summary.

Name	Frequency	Range
Lift 18-24" to 36-44"	Occasionally	10-50 lbs
Lift 18-24" to 18-24"	Rarely	50-75 lbs
Lift 18-36" to 60"	Rarely	10-30 lbs
Preferred Carry	Occasionally	1-15 lbs
Preferred Carry	Rarely	16-30 lbs
Push/Pull	Occasionally	5-35 lbs
Push/Pull	Rarely	15-65 lbs
Grasp	Frequently	1-15 lbs
Grasp	Occasionally	16-35 lbs
Grasp	Rarely	36-65 lbs
Sitting	Rarely	
Standing Work	Continuously	
Walking	Frequently	
Forward Bending	Occasionally	
Rotation, Standing	Frequently	
Rotation, Crouch, Kneel, Half Kneel	Occasionally	
Reaching	Frequently	

Frequency Key:

Rarely	1-5% of work day
Occasionally	6-33% of work day
Frequently	34-66% of work day
Continuously	67%+ of work day

Requirements/Expectations:

- Follows established performance standards and performs duties according to nursing service policies and procedures.
- Requests clarification and/or training for policies and procedures that are not clearly understood.
- Assists new employees in following established facility policies and procedures.
- Identifies special resident problems and reports them immediately to charge nurse.
- Provides direct resident care as assigned, completing assignments accurately and in a timely manner.
- Conducts resident rounds daily and initiates corrective action as necessary and/or seeks assistance of charge nurse or nursing supervisor.
- Identifies safety hazards and emergency situations and initiates corrective action immediately.
- Provides nursing care to residents without violating residents' rights.
- Participates in facility education programs as assigned.
- Attends all classes as assigned and completes assignments accurately and timely.
- Demonstrates an attitude of cooperation and enthusiasm during instruction and in resident care activities.
- Assumes personal responsibility for following facility procedures related to control of equipment and supplies within the unit.
- Assumes accountability for compliance to federal, state, and local regulations within the unit as assigned and within the span of control of the nurse assistant.
- Reports unusual problems or incidents to charge nurse or supervisor.
- Accurately documents incidents and/or unusual problems according to established facility procedures.
- Demonstrates consistent ability to work cooperatively with residents, charge nurses, restorative assistants, other nurse assistants, physicians, families, consultant personnel, and ancillary service providers.
- Participates in resident care conference and other facility meetings as assigned.
- Participates in the development of an individualized plan of resident care for residents assigned. Reviews wing sheets daily and performs nursing care as outlined.
- Provides nursing care as outlined by the charge nurse and the resident care plan.
- Documents in the nurse assistant notes each shift of duty regarding care and treatment provided to the resident and the resident's response or lack of response to care provided.
- Reports changes in the residents' conditions immediately to charge nurse or nursing supervisor.
- Performs basic nursing skills as outlined in facility educational program, demonstrating knowledge and competence.
- Seeks assistance when confronted with a resident problem that requires special assessment.
- Follows facility procedures for admission, discharge, and transfer of residents and completes all documentation accurately and timely.
- Greets residents by name and speaks to resident and family members in a kind, thoughtful manner.
- Listens to resident and family complaints attentively and reports problems to charge nurse promptly.
- Responds appropriately to the feelings of others consistently by listening attentively and taking follow-up action.
- Controls angry feelings appropriately.

- Demonstrates concern for all residents' welfare by rendering immediate assistance to any resident in need.
- Answers call lights promptly.
- Works in cooperative spirit wherever assigned.
- Demonstrates warm, caring feelings about residents by responding appropriately to the needs expressed.
- Comes to work as scheduled and consistently demonstrates dependability.
- Comes to work in clean, neat uniform and consistently adheres to dress code.
- Reports immediately to charge nurse anything unusual about resident.
- Places bedpans, linen, washbasins, and soiled linen in proper area.
- Keeps bedside and over-bed tables clean and uncluttered.
- Keeps side rails clean.
- Walks ambulatory residents and takes to bathroom every AC, PC, HS, and prn.
- Makes sure all residents have fresh water. Encourage fluids for all residents unable to take water unassisted.
- Makes sure intake and output and bowel and bladder records are completed before going off duty.
- Empties and records all urinary drainage units.
- Checks all residents at the end of the shift and makes sure they are clean, dry, comfortable, and have call light within reach, bed rails up, and are safe.
- Charts on all residents about the activity of the resident that shift of duty. Signs all notes with first initial, last name, and title.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals. The noise level in the work environment varies.

Degree of Latitude

Reports to the Director of Nursing. Must be flexible and physically able to perform necessary job duties of a certified nursing assistant.

Qualifications

High School diploma recommended; eighth grade education required.

Required 75 hours Nurse Aide training course and experience as a Nurse Aide for at least one year.

Must maintain 10 contact hours per year for continuing education units or 0.1 CEU.