

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Admission, Transfer, and Discharge Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Ensure that the resident's room is ready for receiving the resident (i.e., bed made, name tags up, admission kit available, etc.).	3			√	√		
Greet residents and escort them to their room at the time of admission.	2						
Introduce resident to his/her roommate, if any, and other residents and personnel as appropriate.	2						
Make resident comfortable (i.e., put to bed, get water, ensure call light is in reach, etc.).	2						
Inventory and mark the resident's personal possessions as instructed.	3		√				
Store resident's clothing.	3			√			
Assist residents with packing their personal possessions when they are being transferred to a new room, or when being discharged.	2			√			
Transport residents to/from new rooms or to the receiving area.	2			√			
Assist with loading/unloading residents from vehicles as necessary.	2			√			
Alert supervisor to funds or valuables observed to be in the resident's possession	2						
Personnel Functions							
Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisors.	2			√	√		
Follow work assignments, and/or work schedules in completing and performing your assigned tasks.	3			√	√		
Cooperate with inter-departmental personnel, as well as other facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the residents.	3						
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.	3						
Meet with your shift's nursing personnel, at the beginning of your shift, to assist in identifying and correcting problem areas, and/or the improvement of services.	3						
Report all complaints and grievances made by the resident to your supervisor or to Social Services.	3						
Notify the facility when you will be late or absent from work in advance of the start of your shift within the required timeframe as noted in Personnel Manual.	3						
Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals to your supervisor.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Assist residents with social and religious activities as directed in the care plan							

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Personal Nursing Care Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Participate in and receive the nursing report upon reporting for duty.	3						
Follow established policies concerning exposure to blood/body fluids.	2						
Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.).	1				√		
Assist residents with bath functions (i.e., bedbath, tub or shower bath, etc.) as directed.	2			√			
Give backrubs as instructed.	2		√	√			
Assist residents with dressing/undressing as necessary.	2			√			
Assist residents with hair care functions (i.e., combing, brushing, shampooing, etc.).	2				√		
Assist residents with nail care (i.e., clipping, trimming, and cleaning the finger/toenails). (Note: Does not include diabetic residents.)	2			√	√		
Shave male residents.	2				√		
Keep hair on female residents clean shaven (i.e., facial hair, under arms, on legs, etc.) as instructed.	2						
Keep residents dry (i.e., change gown, clothing, linen, etc., when it becomes wet or soiled).	1			√	√		
Change bed linens.	2			√			
Make beds (occupied and unoccupied).	2			√	√		
Put extra covers on beds as requested.	2						
Position and reposition bedfast residents in correct and comfortable position.	2			√			
Assist resident with bowel and bladder functions (i.e., take to bathroom, offer bedpan/urinal, portable commode, etc.).	1			√			
Maintain intake and output records as instructed.	3						
Keep incontinent residents clean and dry.	1			√			
Check and report bowel movements and character of stools as instructed.	1						
Collect specimens as instructed (i.e., urine, sputum, stools, etc.).	1			√			
Assist residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.).	2			√			
Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, etc.).	2						
Assist in transporting residents to/from appointments, activity and social programs, etc., as necessary.	2			√			
Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.	2			√			
Assist residents to walk with or without self-help devices as instructed.	2			√			
Perform restorative and rehabilitative procedures as instructed.	2			√			
Provide eye and ear care (i.e., warm/cold compresses, eye/ear instillation, cleaning eyeglasses/hearing aides, etc.) as instructed.	1						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Personal Nursing Care Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist with the application of nonsterile (moist and dry) warm/cold compresses.	2				√		
Assist in preparing the resident for a physical examination.	2			√			
Weigh and measure residents as instructed.	2			√			
Measure and record temperatures, pulse, and respirations (TPRs), as instructed.	1						
Answer resident calls as promptly as feasible.	3						
Ensure that residents who are unable to call for help are checked frequently.	3						
Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.	2			√			
Assist with the care of the dying resident.	2						
Provide post-mortem care as instructed.	2						
Special Nursing Care Functions							
Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).	2						
Report injuries of an unknown source, including skin tears.	3						
Provide daily indwelling catheter care.	1						
Provide daily perineal care.	1						
Assist with the application of slings, elastic bandages, binders, etc.	2						
Give tepid sponge baths.	1			√			
Provide daily Range of Motion Exercises. Record data as instructed.	2			√			
Turn bedfast residents at least every two (2) hours or as directed in the Care Plan and Kardex.	2			√			
Perform special treatments as instructed.	2						
Observe disoriented and comatose residents. Record and report data as instructed.	2						
Turn all medications found in the resident's room/possession over to the Nurse Supervisor/Charge Nurse.	2						
Provide residents with Reality Orientation as instructed.	2						
Watch for and report any change in room temperature, ventilation, lighting, etc.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Food Service Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Prepare residents for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, place napkins or clothing protectors, take to/from dining room, etc.).	2			√	√		
Serve food trays. Assist with feeding as indicated (i.e., cutting foods, feeding, assist in dining room supervision, etc.).	2		√	√	√		
Assist residents with identifying food arrangements (i.e., informing resident with sight problem of foods that are on his/her tray, where it is located, if it is hot/cold, etc.).	2						
Record the resident's food/fluid intake. Report changes in the resident's eating habits.	3						
Keep residents' water pitchers clean and filled with fresh water (on each shift), and within easy reach of the resident.	2		√	√			
Serve between meal and bedtime snacks.	2			√			
Perform after meal care (i.e., remove trays, clean resident's hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.).	2			√			
Check rooms for food articles (i.e., food in proper container, unauthorized food items, etc.).	3						
Verify tray card matches meal served.							
Staff Development							
Attend and participate in scheduled training and educational classes to maintain current certification as a Nursing Assistant.	3				√		
Attend and participate in scheduled orientation programs and activities.	3						
Attend and participate in facility in-service training programs as instructed.	3						
Safety and Sanitation							
	2						
Check restrained residents at least every thirty (30) minutes.	2						
Release restraints at least every two (2) hours for range of motion exercises, taking to bathroom, etc.	2			√			
Maintain a record of restrained residents, the times restraints were released, and how long the restraints were released.	3						
Participate in appropriate in-service training programs prior to performing tasks that involve potential exposure to blood/body fluids.	3						
Wash hands before and after performing any service for the resident.	3						
Keep the nurses' call system within easy reach of the resident.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Safety and Sanitation (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Immediately notify the Nurse Supervisor/Charge Nurse of any resident leaving/missing from the facility.	3						
Follow established safety precautions in the performance of all duties.	3						
Keep residents' personal possessions off the floor and properly stored.	3			√			
Keep floors dry. Report spills immediately.	2			√			
Keep excess supplies and equipment off the floor. Store in designated areas	3						
Wash wheelchairs, walkers, etc., as instructed.	2		√	√			
Clean, disinfect, and return all resident care equipment to its designated storage area after each use.	2			√	√		
Perform routine housekeeping duties (i.e., clean bedrails, overbed table, night stand, etc., that relate to nursing care procedures).	2			√	√		
Before leaving work area for breaks, or at the end of the workday, store all tools, equipment, and supplies.	3			√			
Report all hazardous conditions and equipment to the Nurse Supervisor/Charge Nurse immediately.	3						
Report all safety violations.	3						
Follow established smoking regulations. Report all violations.	3						
Report any communicable or infectious disease to the Director of Nursing Services and/or to the Infection Control Coordinator.	3						
Follow established isolation precautions and procedures.	3						
Wash hands before entering and after leaving an isolation room/area.	3						
Follow established procedures in the use and disposal of personal protective equipment.	2						
Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving residents.	2						
Report missing/illegible labels and SDSs to your supervisor.	3						
Equipment and Supply Functions							
Use only the equipment you have been trained to use.	3						
Operate all equipment in a safe manner.	3			√			
Use only the equipment and supplies necessary to do the job. Do not be wasteful.	3			√			
Report defective equipment to the Nurse Supervisor/Charge Nurse.	3						
Inform the Nurse Supervisor/Charge Nurse of your equipment and supply needs.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Care Plan Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Review Kardex/care plans daily to determine if changes in the resident’s daily care routine have been made on the care plan/Kardex.	3				√		
Inform the Nurse Supervisor/Charge Nurse of any changes in the resident’s condition so that appropriate information can be entered on the resident’s care plan.	3						
Ensure that your notes reflect that the Kardex (and care plan) is being followed.	3						
Budget and Planning Functions							
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Ensure that you treat all residents fairly, and with kindness, dignity, and respect.	2						
Ensure that all nursing care is provided in privacy.	2						
Knock and introduce yourself each time before entering the resident’s room.	3						
Report all grievances and complaints made by the resident to the Nurse Supervisor/Charge Nurse or Social Services.	3						
Report all allegations of resident abuse, neglect, exploitation, and/or misappropriation of resident property immediately to the Supervisor.	2						
Honor the resident’s refusal of treatment request. Report such requests to your supervisor.	3						

Working Conditions

Works throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
 Moves frequently during working hours.
 Is subject to frequent interruptions.
 Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
 Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
 Communicates with nursing personnel and other department personnel.
 Works beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, a 10th grade education.

Experience

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

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Must demonstrate a basic knowledge of the computer
 Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
 Must be a supportive team member, contribute to and be an example of team work and team concept.
 Must possess the ability to make independent decisions when circumstances warrant such action.
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
 Must possess the ability and willingness to work harmoniously with other personnel.
 Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
 Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
 Must be able to relate information concerning a resident's condition.
 Must not pose a direct threat to the health and safety of other individuals in the workplace.
 Must have an unencumbered drug test result at the time of hire and at random requests as directed by the facility Administrator

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
 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.
 Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
 Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
 Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Certified Nursing Assistant** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

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

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.