

Job Title:	Certified Nurse Aide	Department:	Hospice and Visiting Nurse Services
Position Type:	Full time, Part time, PRN	Job Category:	Non-exempt
Supervisor Title:	Hospice Director	Dress Code Requirements:	Scrubs, closed toe shoes. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
Created Date:	Oct. 2001, last revised 2018	Last Updated:	March 2018
Educational Requirements:	Must have a high school education. Completion of Certified Nurse Assistance course.	Credentials Required:	Current CNA certification.
Shift:	Days	Hours/Call:	Some evenings, weekends, and holidays.
Travel Required: (Driver's License Required)	80% of the job for home visits requires travel	Equipment Knowledge:	Basic nursing equipment, DME, wound vacs, business office, computer, and cell phone
Knowledge/Skills/Abilities/Experience Required:			
<p>Previous nurse aide experience preferred. Responds effectively in emergency and stressful situations. Communicates frequently with co-workers, physicians, patients, and families. Ability to arrange and rearrange daily schedule, taking into consideration the duration and location of scheduled visits, meetings, unexpected situations, etc. Some time is spent completing and reviewing charts, as well as independent decision-making.</p>			
Job Description			
<p>The primary functions of a hospice aide are performing various patient care activities and related non-professional services necessary in caring for the personal needs and comfort of patients. The services of a hospice aide are given under the direction and supervision of a Registered Nurse. Works directly with patients, families, contractual personnel (i.e., GPRS), as well as all Hospice staff: RN's, LPN's, CNA's, physicians, dietician, chaplain, licensed social workers, respiratory therapists, physical therapists, occupational therapists, speech therapist, and secretary. Provides patient care and communication with other departments within the organization.</p>			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Demonstrates basic nurse aide skills as follows: <ol style="list-style-type: none"> a. Vital signs: <ol style="list-style-type: none"> i. temperature, ii. pulse, iii. blood pressure, iv. respiration, v. weight. b. Personal hygiene: <ol style="list-style-type: none"> i. bed bath; sponge, tub or shower, ii. shampoo; sink, tub or bed, iii. nail and skin care – observe for reddened, bruised, or rash areas, observe incision lines, iv. oral hygiene; brushing teeth, use of oral swabs, denture care, v. toileting and elimination; offering bedpan, urinal, soap/fleets enema, assisting with colostomy care, emptying/care of foley cath c. Safe transfer and therapy techniques: <ol style="list-style-type: none"> i. body mechanics; normal range of motion and positioning, ii. ambulation; independent or with assistive devices; i.e., walker, cane, crutches. d. Nutrition and fluid intake: 			

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<ul style="list-style-type: none"> i. assisting with meals/meal preparation and patient nourishment, ii. tube feeding. e. Other skills as instructed by RN: <ul style="list-style-type: none"> i. assisting with medications, ii. glucose monitoring, iii. simple dressing change, iv. specimen collection, v. enemas, vi. oxygen therapy; nebulizer treatments/care of vii. ostomy care, viii. observe for edema, assist with support stockings. f. Perform incidental household services such as changing the bed, straighten work area, personal laundry, washing dishes, etc. <ol style="list-style-type: none"> 2. Assumes responsibility for decision-making affecting patient care within their assigned duties. Includes reporting signs and symptoms to the primary nurse or RN in charge. 3. Acquires assignment sheet. Receives orientation from RN, provides care only as authorized in Plan of Care, and completes scheduled visit within 1 – 1 ½ hours dependent upon individual patient needs. 4. Carries out the principles of quality human relations by providing emotional support and encouragement in patient care. <ol style="list-style-type: none"> a. Is knowledgeable of department policies and procedures. b. Demonstrates knowledge in caring for patients and families in death and dying situations. <p>OTHER DUTIES</p> <ol style="list-style-type: none"> 1. Maintains and submits accurate time and mileage logs, travel voucher and CNA visit sheets that are legible and submitted in designated time frames. 2. Participates in weekly care conferences, ITM meetings, monthly staff meetings and quality improvement tasks, i.e., chart review, etc. 3. Maintains knowledge of federal and state regulations relative to CNA Scope of Practice. <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	Variable working conditions. May be required to sit or stand for long periods of time. Get in and out of vehicle frequently. Expected to carry objects ten to thirty pounds, lifting over fifty pounds.		

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	<p>Direct patient care may require occasional standing, bending, lifting, crouching or kneeling. Ability to move, transfer and position non-ambulating patients. Ability to go into homes that may require a considerable amount of stairs or other barriers.</p> <p>Must be able to speak and write the English language in an understandable manner. Must be able to work with terminally ill patients and their families to help them effectively cope with dying. Must possess sight/hearing senses or use prosthetics that will enable these senses so the requirement can be fully met.</p>		
Environmental Factors:	<p>Expected to travel in hot and cold weather and variable road conditions. There is potential exposure to mechanical, chemical, electrical, environment, and domestic animal hazards. There is potential exposure to body fluids and needle sticks. Exposure to sights and odors that can be unpleasant, disagreeable or dirty. Office environment is small with frequent interruptions.</p>		
<p>I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			
Employee Signature		Date:	