

<b>Job Title:</b>	<b>Nurse Aide/CNA</b>	<b>Department:</b>	Nursing Service
<b>Position Type:</b>	Full Time, Part Time, PRN	<b>Job Category:</b>	Non-exempt
<b>Supervisor Title:</b>	Senior Nurse (RN)/Director of Patient Care	<b>Dress Code Requirements:</b>	Scrubs, closed toe shoes. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
<b>Created Date:</b>	May 2000, last revised July 2018	<b>Last Updated:</b>	July 2018
<b>Educational Requirements or Preferences:</b>	Requires a high school education. A high school diploma is preferred.	<b>Credentials Required or Preferred:</b>	CNA certification not required, but preferred.
<b>Shift:</b>	Position requires rotating day and night shifts. Also requires rotating weekends and holidays.	<b>Hours/Call:</b>	Call on holidays and as needed
<b>Travel Required:</b> (Driver's License Required)	N/A	<b>Equipment Knowledge:</b>	Computer, multiple phone lines, copier, and fax machine
<b>Knowledge/Skills/Abilities/Experience Required or Preferred:</b>			
<p>Must possess strong organization skills. Must be able to work independently. No previous experience is required, but preferred. Employee must be able to interact appropriately with patients and their family members. Must be able to answer questions or direct questions to the appropriate personnel. Must possess the ability to assess the patient and report to the patient's nurse.</p>			
<b>Job Description</b>			
<p>The Nurse Aide/CNA performs patient care activities under the direction of the RN. Activities will vary with patient needs. Decisions affect patients, their families, physicians, and other staff members.</p> <p><b>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Assist the nurses in admitting patients, taking vital signs, weights, and providing patient's and family member's information.</li> <li>2. Demonstrates ability to take vital signs, AccuChecks and weights. Demonstrates ability to transfer patients using proper techniques.</li> <li>3. Demonstrates ability to collect lab specimens correctly.</li> <li>4. Completes necessary shift duties including, but not limited to, bedside shift reporting, updating whiteboards, hourly rounding, in-room documentation, and utilizes call light system per protocol.</li> <li>5. Completes assignments independently, reporting needed information to the patient's nurse.</li> <li>6. Assists the nurse in emergencies. Directs visitor traffic and phone calls.</li> <li>7. Assists in the ER as an aide.</li> <li>8. Stocks supplies on the floor and in the ER.</li> </ol> <p><b>OTHER DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Performs cares specific to each patient's needs, to include: <ol style="list-style-type: none"> <li>a. Bathing/dressing,</li> <li>b. oral care,</li> <li>c. skin care,</li> <li>d. assisting with feeding patients as needed,</li> <li>e. and/or set up trays.</li> </ol> </li> <li>2. Uses good hand washing between patients and patient care activities.</li> </ol>			

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3. Keeps work area neat and clean, including the Utility Room (basin, bed pans, IV poles, wheel chairs, and commodes). 4. Demonstrates caring and compassion towards patients and their families.			
<b>ADDITIONAL NOTES</b> This job description does not reflect all duties that may be assigned to this position.			
<b>Other Requirements:</b>	1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Attends all skills stations and education as required by the position. 5. Participates on required committees or projects (At least two committees or projects per year for full-time status employees. At least one committee or project per year for part-time status employees.) 6. Completes annual mandatory training yearly. 7. Completes required Incident Command System for Healthcare/Hospitals training. 8. Must speak and write English clearly. 9. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 10. Follows the Standard Precautions Policy.		
<b>Physical Capabilities:</b>	Position requires lifting, bending, sitting to chart, and standing. Lifting of 50 to 100 lbs. or more required. Can be a physically-demanding job.		
<b>Environmental Factors:</b>	Work environment includes all patient care areas, including nurse's station, patient rooms, ER, OR and ancillary area. Hazards include: 1. Equipment; 2. Electric hazards; 3. Needles and other sharps; 4. Exposure to chemicals; 5. Exposure to body fluids; 6. Disruptive patients and/or family members.  Must be able to function in a high stress environment and take directions from the team leaders, physicians, and nursing staff.		
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.			
<b>Employee Signature</b>		<b>Date:</b>	