

BEECHWOOD CONTINUING CARE

JOB DESCRIPTION

JOB TITLE: Certified Nursing Assistant
DEPARTMENT: Nursing
SUPERVISION: RN Neighborhood Manager/Charge Nurse
WORK AREA: Assigned Household/Neighborhood

- I. JOB SUMMARY:** Assists nursing personnel in providing non-professional nursing care and simple technical nursing services under the direction and supervision of an R.N. or an L.P.N. functioning as the Team Leader. As part of the health team, the Nursing Assistant is an important contributor of Resident information useful in the development and implementation of comprehensive Resident care.

II. ESSENTIAL COMPETENCIES:

1. Is able to perform assigned tasks competently without direct supervision in compliance with existing policies and procedures, and honoring resident choices and preferences.

Activities of Daily Living - instructs, assists or performs such tasks as:

Bathing	tub, shower, bedbath, AM/PM care.
Toileting	provides on a timely basis assistance to and from bathroom, offering of bedpan, urinal, emptying of foley drainage bags, keeping incontinent Residents clean, and perineal care.
Oral Hygiene	brushing of natural teeth, cleaning dentures and partial denture appliances, brushing tongue, providing mouth rinse.
Hair Care	brushing, combing, washing.
Nail Care	cleaning
Facial Hair	shaves male and female Residents.
Changing Bed Linens	occupied and unoccupied bed.
Clothing	dresses Residents in clean and <u>appropriate</u> attire.
Proper Positioning	of Resident in bed, chair or wheelchair for comfort and prevention of pressure areas.

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Resident Mobility	assists in ambulation with/without supportive aides, transfers or lifts utilizing proper techniques.
Supportive Measures	under direction of a nurse, assists in ROM exercises, applies slings, braces, splints, etc., as directed.
Nutrition/Hydration	assists by feeding or supervising Residents in the dining room or individual rooms. Provides nourishments, refreshments and fluids as necessary. Maintains intake and output when requested, notes and reports changes in eating habits.
Vital Statistics	-measures and records height, weight, TPR as requested.
Specimens	-performs simple test on urine and stool. Collects urine and stool specimens for Lab.

2. Assists in providing care of the terminally ill and gives post mortem care.
3. Utilizes safety devices and mechanical lifting equipment correctly and follows safety precautions. Utilizes bathing tub safely and correctly.
4. Utilizes appropriate techniques in providing Resident care to prevent spread of disease and infection.
5. Receives assignments, consults assignment sheet and Resident Care Plan to determine Residents care needs, notes changes in attitude, reactions or physical condition and reports observations to nurse and Household Coordinator. Actively participates in team meetings by sharing and gaining knowledge.
6. Answers call lights, intercom and telephone promptly.
7. Participates in routine household cleaning responsibilities, including care of supplies, equipment, and proper disposition of soiled linen and personal clothing. Maintains a clean and uncluttered appearance of Resident rooms and work areas. Works as a team with homemakers to ensure all duties of the household are completed.
8. Encourages socialization and involvement of residents in daily activities through one on one interactions and small group activities, as well as supporting family and visitor involvement.
9. Assists in taking residents to and from activities and appointments.

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10. Attends inservices meeting facility and state certification requirements. A certified nurse aide must attend six hours of compensated inservices education every six months.
11. Works with quality assurance in mind at all times and conducts Quality Assurance Audits as needed.
12. Understands the special needs of subacute patients. Attends subacute inservicing according to facility guidelines.
13. Understands the special needs of residents with dementia. Attends dementia inservicing according to facility guidelines.

III. OTHER RELATED COMPETENCIES:

1. Performs other duties following instructions and under the direction and supervision of the R.N. Neighborhood Manager, R.N. Village Supervisor, Charge Nurse, Team Leader, or Household Coordinator.

IV. WORKING CONDITIONS:

Works in household setting with residents, staff, animals, plants, and families and children. Stands and walks short distances most of the day. Sense of responsibility, personal integrity, common sense. Sincere desire to work with the aging. Patience and compassion essential. Pleasant, cheerful, tactful courteous when handling Residents and/or relatives. Level-headed and calm in emergencies. Ability to cooperate with other personnel. Ability to treat Resident information as confidential material. Neat in appearance and abides with dress code. Required to lift, move residents, assemble and dismantle equipment (with assistance) up to 250 lbs. Works rotating shifts and must share weekend and holiday work.

V. PERSONAL QUALIFICATIONS:

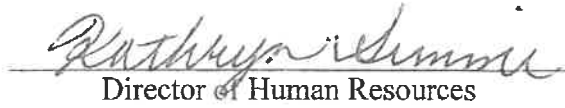
1. On-the-job training acceptable for non-professional, non-technical care of resident under supervision. Previous experience in hospital or nursing home desirable.
2. Currently listed or in process of being listed on New York State RHCF Nurse Aide Registry.
3. Certified nurse aide certificate must be current (i.e., not expired or lapsed) as verified by the New York State RHCF Nurse Aide Registry.
4. Verification via New York State RHCF Nurse Aide Registry of no findings of patient abuse, mistreatment, neglect or misappropriation of resident property on Registry against the certified nurse aide.

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Approved by:



Administrator



Director of Human Resources



Department Director

I have received a copy of my job description. _____
Staff Member Date