

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Certified Nursing Assistant - Acute, LTC and Home Health

DEPARTMENT: Nursing

JOB GRADE:

APPROVED BY: Director of Nursing

FORMER REVISION: 01/01

LATEST REVISION: 03/04

LATEST REVIEW: 05/06

**This job description covers the most significant duties performed, but does not exclude other, work assignments not mentioned.**

DEPARTMENT OBJECTIVE:

To coordinate and provide quality care to all patients receiving services in the Acute or Long Term Care Unit.

JOB SPECIFICATIONS:

Education and Training: 75 hour Iowa Nurse Aide Certification required. 120 hour aide certification preferred. Good standing with Iowa and all other states Nurse Aide Registry(ies) required. BLS within 30 days of employment.

Experience: One year experience working as aide in home, geriatric and acute care preferred.

Abilities: Good verbal and written communication skills. Motor coordination and manual dexterity required. Adaptability and ability to adjust to various residents and unit needs.

REPORTING RELATIONSHIPS:

Reports to: Registered Nurse/LPN/Charge Nurse, Unit Manager.

Supervises: None

JOB SUMMARY:

Knows and applies current nursing theory, principles of care and nursing procedures in performing the following functions appropriate to the age of the patient in the delivery of quality care and services; patient care activities, maintains a safe and clean care environment,

consistently contributes to department operations and communications, behaves in a manner consistent with the mission and objectives of Davis County Hospital and performs other duties as requested.

ESSENTIAL FUNCTIONS:

1. Demonstrates the ability to provide patient care including various activities of daily living, under the direction of the charge nurse, RN, and/or LPN. Assures the maintenance of a safe, clean environment.
2. Demonstrates ability to assess patient and unit needs communicating these to RN or appropriate person(s).
3. Demonstrates thorough, concise and timely documentation when working in LTC or Home Health. Communicates pertinent patient and unit information to charge nurse, RN and other appropriate persons while maintaining client confidentiality.
4. Maintains own clinical skills staying current in skills and equipment. Efficiently and effectively provides patient care including bathing, passing trays, feeding, ambulating, repositioning, toileting, etc. Completes annual competencies.
5. Actively participate in unit meetings, in-services and committees as assigned. Follows and assists in the implementation and interpretation of policies and procedures.
6. Assists in the monitoring and stocking of proper supply inventory. Assists in maintaining equipment. Completes patient charges as appropriate to services.
7. Self-motivated and able to make appropriate decisions, keeping charge nurse and appropriate others informed and supporting the hospital's philosophy and decision. Able to prioritize and manage time efficiently.
8. Communicates with others (verbally and non-verbally) in an appropriate and timely manner, demonstrating tact, sensitivity, and ability to deal with people beyond giving and receiving instructions.
9. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
10. Provides own transportation in Home Health visits maintaining accurate records.
11. Reviews Policy & Procedure manuals annually.
12. Attend 75% of all department meetings.
13. Reviews 75% of manager's meeting reports.
14. Completes annual OSHA training.

### MARGINAL FUNCTIONS:

1. Cooperate with student nurse education program.
2. Assists in the orientation of new personnel.

### WORKING CONDITIONS:

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67 - 100% of work day, Frequent = 34 - 66% or work day, Occasional = 33% or less of work day.)

Constant	<p>Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</p> <p>Reaching: Extending hand(s) and arm(s) in any direction.</p> <p>Walking: Moving about on foot to accomplish tasks, particularly of long distances.</p>
Frequent	<p>Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</p> <p>Crouching: Bending the body downward and forward by bending leg and spine.</p> <p>Standing: Particularly for sustained periods of time.</p> <p>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</p> <p>Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.</p> <p>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a</p>

considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Occasional Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crawling: Moving about on hands and knees or hands and feet.

#### PHYSICAL REQUIREMENTS:

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

#### VISUAL ACUITY REQUIREMENTS:

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

#### INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.

7. Adaptability to performing repetitive work or to performing continuously the same, according to set procedures sequences, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.