

COLUMBIA HEALTH CARE CENTER  
Wyocena, Wisconsin

**JOB DESCRIPTION**

**POSITION TITLE:** Certified Nursing Assistant

**SUPERVISOR:** Director of Nursing

**POSITION OBJECTIVES**

The primary purpose of this job position is to provide residents with routine daily nursing care in accordance with established nursing care policies and procedures, and as may be directed by supervisors.

All personnel at this facility are expected to maintain safe work habits and demonstrate kindness and respect to all residents and fellow employees.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must possess, as a minimum, a 9<sup>th</sup> grade education.
- Completion of a state approved nursing assistant course.
- Must pass background check as required by the Wisconsin Caregiver Law
- Prefer to be 18 years of age or older and a High School Graduate or equivalent/GED preferred.
- A valid Certified Nursing Assistant in accordance with laws of this state.
- Ability to read, write, speak, and understand the English language.
- Knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
- Supportive team member, contribute to and be an example of teamwork and team concept.
- Ability to make independent decisions when circumstances warrant such action.
- Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the public.
- Ability and willingness to work harmoniously with professional and non-professional personnel.
- Patience, tact, a cheerful disposition, and enthusiasm, as well as the willingness to handle difficult residents.

**DELEGATION OF AUTHORITY**

A Certified Nursing Assistant is delegated the administrative authority, responsibility, and accountability necessary for carrying out assigned duties.

**ADMINISTRATIVE FUNCTIONS:**

- Record all entries on flow sheets, notes, electronic charts, etc., in an informative and descriptive manner.
- Report all changes in the resident's condition to the Neighborhood Nurse/Charge Nurse as soon as practical.
- Report all accidents and incidents observed on the shift that occur.

### **ADMISSION, TRANSFER, AND DISCHARGE FUNCTIONS:**

- Ensure that the resident's room is ready for receiving the resident. (i.e., bed made, nametags up, admission kit available, etc.).
- Greet residents and escort them to their room.
- Introduce resident to his/her roommate, if any, and other residents and personnel as appropriate.
- Make resident comfortable (i.e., put to bed, get water, etc.).
- Assist resident with unpacking when admitted.
- Assist residents with packing their personal possessions when they are being transferred to a new room, or when being discharged.
- Transport residents to new rooms or to the receiving area.
- Assist with loading/unloading residents from vehicles as necessary.

### **PERSONNEL FUNCTIONS:**

- Perform all assigned tasks in accordance with established policies and procedures-
- Follow work assignments, and/or work schedules in completing and performing assigned tasks.
- Cooperate with inter-departmental personnel, as well as other facility personnel to ensure nursing services can be adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the neighborhood and shift.
- Report all complaints and grievances made by the resident to the neighborhood nurse/charge nurse.
- Notify the facility when you will be late or absent from work according to CHCC Policy.

### **PERSONAL NURSING CARE FUNCTIONS:**

- Participate in and receive the nursing report upon reporting for duty.
- Follow established policies and procedures concerning infection control.
- Assist residents with daily dental and oral care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.).
- Assist residents with bath functions (i.e., bedbath, tub, or shower bath, etc.) as directed.
- Assist residents with dressing/undressing as necessary.
- Assist residents with hair care functions (i.e., combing, brushing, shampooing, etc.).
- Assist residents with nail care (i.e., clipping, trimming, and cleaning the finger/toenails). (Note: Does not include diabetic resident's toenails.)
- Shave male residents, according to residents' care preference.
- Keep female residents clean shaven (i.e., facial hair, under arms, on legs, etc.) as instructed.
- Keep residents dry (i.e., change gown clothing, linen, etc., when it becomes wet or soiled.)
- Change bed linens. Keep linens tight to avoid wrinkles from forming under the resident.
- Make beds (occupied and unoccupied) when necessary.
- Put extra covers on beds as requested.
- Position bedfast residents in correct and comfortable position.
- Assist resident with bowel and bladder functions (i.e., take to bathroom, offer bedpan/urinal, portable commode, etc.).

- Maintain intake and output records as instructed.
- Keep incontinent residents clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Collect specimens as instructed (i.e., urine, sputum, stools, etc.).
- Assist residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.) and physical examinations.
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitor, etc.).
- Assist in transporting residents to/from appointments, activity, and social programs, etc., as necessary.
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
- Assist residents to walk with or without self-help devices as instructed.
- Perform restorative and rehabilitative procedures in accordance with care plans.
- Provide eye and ear care (i.e., warm/cool compresses, cleaning eyeglasses/hearing aides, etc.) as instructed.
- Assist with the application on nonsterile (moist and dry) warm/cold compresses.
- Weigh and measure residents as instructed.
- Measure and record blood pressures, temperatures, pulse, and respirations (TPRs), as instructed.
- Answer resident calls promptly.
- Ensure that residents who are unable to call for help are checked frequently.
- Monitor residents for behaviors.
- Report injuries of unknown origin including skin tears.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes and plan of care.
- Assist with the care of the dying resident.
- Provide post-mortem care as instructed.

### **SPECIAL NURSING CARE FUNCTIONS:**

- Observe and report the presence of pressure areas and skin breakdowns to prevent pressure injuries (bedsores).
- Provide daily indwelling catheter care.
- Provide daily perineal care.
- Assist with the application of slings, elastic bandages, binders, etc.
- Give tepid sponge baths.
- Provide daily Range of Motion Exercises. Record data as instructed, according to the plan of care.
- Turn residents at least every two (2) hours, who are not able to reposition independently.
- Perform special treatments of services as instructed.
- Observe disoriented and comatose residents. Record and report data observations as instructed.
- Watch for and report any change in room temperature, ventilation, lighting, etc.

### **FOOD SERVICE FUNCTIONS:**

- Prepare residents for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, take to/from dining room, etc.).
- Serve food after asking residents choice on meal selection. Assist with feeding as indicated (i.e., cutting foods, assist with eating, assist in dining room supervision, etc.).
- 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.).
- Record the resident's food/fluid intake. Report changes in the resident's eating habits.
- Keep residents' water pitchers clean and filled within easy reach of the resident.
- Serve between meal and bedtime snacks, per residents' choice.
- Perform after meal care (i.e., clean resident's hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.).

### **STAFF DEVELOPMENT:**

- Attend and participate in scheduled training and educational classes to maintain current Certification as a Nursing Assistant.
- Attend and participate in scheduled orientation programs and activities.
- Attend and participate in annual in-service training for resident rights, prevention of abuse and neglect, dementia care, behavioral management, and competencies for C.N.A.s.

### **SAFETY AND SANITATION:**

- Wash hands before and after performing any service for the resident.
- Keep the nurses' call system within easy reach of the resident.
- Immediately notify the Neighborhood Nurse/Charge Nurse/Nurse Manager of any resident leaving/missing from the facility.
- Follow established safety precautions in the performance of all duties.
- Keep residents' personal possessions off the floor and properly stored.
- Keep floors dry. Clean up spills immediately.
- Keep excess supplies and equipment off the floor. Store in designated areas.
- Wash wheelchairs, walkers, etc., as instructed or needed.
- Clean, disinfect, and return all resident care equipment to its designated storage area after each use.
- Perform routine housekeeping duties (i.e., overbed table, nightstand, etc., that relate to nursing care procedures).
- Store all tools, equipment, and supplies before leaving work area for breaks, or at the end of the workday,
- Report all hazardous conditions and equipment to the Neighborhood Nurse/ Nurse Manager immediately.
- Report all safety violations.
- Report any communicable or infectious disease to the Director of Nursing Services and/or to the Infection Control.
- Follow established isolation precautions and procedures.
- Follow established procedures in the use and disposal of personal protective equipment.
- Wear and/or use safety equipment and supplies when lifting or moving residents.

### **EQUIPMENT AND SUPPLY FUNCTIONS:**

- Use only the equipment trained to use, ask a nurse if uncertain on how to use a piece of equipment.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job. Do not be wasteful.
- Report defective equipment to the Neighborhood Nurse/Nurse Manager.
- Inform the Neighborhood Nurse/Nurse Manager of equipment and supply needs.

### **CARE PLAN FUNCTIONS:**

- Review care plans daily to determine if changes in the resident's daily care routine have been made on the care plan.
- Inform the Neighborhood Nurse/Nurse Manager of any changes in the resident's condition so that appropriate information is entered on the resident's care plan.
- Accurately document care and services to residents to support following the care plans.

### **RESIDENT RIGHTS:**

- Respect and promote resident rights.
- Maintain the confidentiality of all resident care information.
- Treat all residents fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy.
- Report all grievances and complaints made by the resident to the Neighborhood Nurse/Nurse Manager.
- Report all allegations of resident abuse, neglect, mistreatment and/or misappropriation of resident property immediately to the Administrator or Director of Nursing.
- Honor the residents' refusal rights.

### **WORKING CONDITIONS:**

- Works throughout the nursing service area (i.e., nurses' stations, resident rooms, etc.).
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Subject to frequent interruptions.
- Involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- 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.
- Attends and participates in continuing educational programs.
- Subject to falls, burns from equipment, odor, etc., throughout the workday.
- Subject to exposure to infectious waste, disease, conditions, etc.

### **PHYSICAL AND SENSORY REQUIREMENTS:**

- Ability to move intermittently throughout the workday.
- Ability to cope with the mental and emotional stress of the position.
- Ability 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.
  - Ability to lift, push, pull, and move a minimum of 50 pounds.
  - Ability to assist in the evacuation of residents during emergency situations.
1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the Director.
  2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communications only and not intended to imply a written contract of employment.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Certified Nursing Assistant** and agree to abide by the requirements set forth and will perform all duties and responsibilities. store all tools, equipment, and supplies.

Date	Signature - Cert. Nurse Asst.
Date	Signature - Dir. of Nursing