

Functional Position Description Nurse Aide

Introduction

We are providing the following general position description of the Certified Nursing Assistant. This should guide your understanding of the qualifications expected by an employer.

Qualifications

Must be at least 18 years of age; High school diploma/GED; successful completion of nurse assistant training program; possible letter of recommendation from nursing instructor; certification as nurse aide in the State of Colorado required (for Acute Care Facilities, Long Term Care Facilities, and Home Health Agencies); abilities include frequent lifts, standing, walking, pushing, pulling, reaching, stooping, bending, kneeling and crouching as well as grasping and fine motor and repetitive movement; exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects; utilize medical and adaptive devices (e.g. wheelchairs, blood pressure cuffs, stethoscopes, computers, telephone, etc.); ability to use good judgment and remain calm in high stress situations; ability to function efficiently throughout an entire work shift; must be able to cope with emotional stresses of the position; must be able to move about sufficiently to respond to life threatening emergencies including performing CPR and assisting with the evacuation of patients during an emergency; must have correctable hearing and vision that will enable these senses to function adequately to ensure that the requirements of the position can be fully met; ability to converse in English with other team members as to status of the patient.

JOB EXPECTATIONS

Knowledgeable of and complies with all legal and regulatory requirements as defined by the scope of practice; applies technical skills and experience gathering patient data and providing patient care (to include, but not limited to: vital signs, weights, intake/output, oxygen use, glucose monitoring, hemocult testing, abuse identification/prevention, bed alarms/restraints, sitter responsibilities, identifying abnormal signs/symptoms, sterile technique, urinary catheterization/care, tubes/drain management, ostomy care, simple lab tests & dressing changes, unit specific standards); assists patient's with personal hygiene, dressing, nutrition, activity, elimination, and other simple treatments; transports, transfers, and positions patient using safe body mechanics and assistive devices such as gait belt, walker, mechanical lifts; adjust patient care based on changing volume, acuity, cases, census, and department needs while maintaining patient safety and promoting patient satisfaction; manages patient assignment effectively and efficiently; consistently demonstrates safety, courtesy, care, and efficiency when dealing directly with patients and families; creates and supports a healing presence; adapts services appropriately to reflect patient's age, gender, race, culture, nationality, sexual orientation, religion, and disabilities; reports patient care concerns to a nurse; plans and effectively organizes work assignment and tasks delegated by the RN; works with RN or other team members to meet patient needs by supporting the plan of care; utilizes effective listening, verbal, and written skills in relating to patients/families, supervisors, team members, and other customers; answers telephone and/or patient call lights promptly and follows through with patient requests using effective customer service skills; utilizes Administrative Chain of Command for problem resolution; communicates clearly with patient and family members about care being provided; informs all appropriate team members about care issues and concerns on a timely basis; keeps information confidential and in accordance with patient rights/HIPAA; promotes unity and offers support within the work group such as answering any call light, reporting activities to nurse, performing unit duties (clean and stock inventory); provides a positive work environment that will support health and healing, and seeks positive outcomes for all parties involved; demonstrates accountability when performing assigned tasks; independently carries out instructions and responsibilities;

Assists/follows plan of care and performs necessary/appropriate interventions; represents department/facility by demonstrating and maintaining positive customer relations; complies with documentation requirements for written and computerized systems; completes all required documentation accurately, writes legibly, and/or enters data onto computer files as appropriate; prepares documentation forms for next shifts as assigned; completes delegated instructions/directions; seeks additional assignments when task/other duties are completed; seeks assistance when necessary; makes suggestions to improve unit processes and systems that promote efficiency; accountable for and participates in resolution of complaints/concerns from patients/families and team members, and responds positively to satisfy their needs; seeks appropriate resources to provide safe, competent patient care; complies with/participates in Continuous Quality Improvement activities required by regulatory agencies (JCAHO, OSHA, CMS, EOC) ; aware of and accountable for work/safety requirements, and immediately reports areas of concern to proper department/person for resolution