

**SANTA ROSA CARE CENTER
1650 N SANTA ROSA AVE
TUCSON, AZ 85712**

CERTIFIED NURSING ASSISTANT - JOB DESCRIPTION

Name (print): _____

PURPOSE OF YOUR POSITION:

The primary purpose of your position is to provide each of your assigned residents with routine daily nursing care and services in accordance with the resident's assessment and care plan, and may be directed by your supervisors.

DELEGATION OF AUTHORITY:

As a Certified Nursing Assistant, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

JOB FUNCTIONS:

Every effort has been made to identify the essential functions of this position. It is in no way implied, however, that the duties outlined in this document are the only ones you will be required to perform. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

DUTIES and RESPONSIBILITIES:

Administrative Functions

- Use the photo in MARS/TARS or PCC to identify residents before administering treatments, serving meals, etc. as necessary.
- Record all entries on flow sheets, notes, charts, etc. in an informative and descriptive manner.
- Use only authorized abbreviations established by this facility when recording information.
- Report all changes in the residents' conditions to the Nurse Supervisor/Charge Nurse as soon as practical.
- Report all accidents and incidents you observe on the shift that they occur.

Admission, Transfer, and Discharge Functions

- Ensure that the resident's room is ready for receiving the resident (i.e., bed made, name tags 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.
- Inventory and mark the residents' personal possessions as instructed.
- Store residents' clothing.
- 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 our established policies and procedures, and as instructed by your supervisors.
- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Cooperate with inter-departmental personnel, as well as other facility personnel to ensure that 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 unit and shift.
- Meet with your shift's nursing personnel on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or the improvement of services.
- Report all complaints and grievances made by the residents.
- Notify the facility when you will be late or absent from work.
- Report occupational exposures to blood, bodily fluids, infectious materials, and hazardous chemicals to your supervisor.

Personal Nursing Care Functions

- Participate in and receive the nursing report upon reporting for duty.
- Follow established policies concerning exposure to blood/bodily fluids.
- Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.)
- Assist residents with bath functions (i.e., bed bath, tub or shower bath, etc.) as directed.
- Give backrubs as instructed.
- 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 residents.)
- Shave male residents.
- Keep hair on 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).
- 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.).
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, 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 in walking, with or without self-help devices, as instructed.
- Perform restorative and rehabilitative procedures as instructed.
- Change dressings, bandages, binders, etc. as instructed.
- Provide eye and ear care (i.e., warm/cold compresses, eye/ear instillation, cleaning eyeglasses/hearing aids, etc.) as instructed.
- Assist with the application of nonsterile (moist and dry) warm/cold compresses.

- Assist in preparing the resident for physical examination.
- Weigh and measure residents as instructed.
- Measure and record temperatures, pulse, and respirations (TPRs) as instructed.
- Answer resident calls promptly.
- Ensure that residents who are unable to call for help are checked frequently.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with he/her wishes.
- 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 decubitus ulcers (bedsores).
- Report injuries of an unknown source, including skin tears.
- 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.
- Turn bedfast residents at least every two (2) hours.
- Perform special treatments as instructed.
- Observe disoriented and comatose residents. Record and report data as instructed.
- Turn over all medications found in the resident's room/possession over to the Nurse Supervisor/Change Nurse.
- Provide residents with Reality Orientation 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, place bibs, take to/from dining room, etc.)
- Serve food trays. Assist with feeding as indicated (i.e., cutting foods, feeding, 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 with fresh water (on each shift), and within easy reach of the resident.
- Serve between meal and bedtime snacks.
- Perform after meal care (i.e., remove trays, clean residents' hands, face, clothing, take to bathroom to brush teeth, clean dentures, etc.).
- Check room for food articles (i.e., food in proper container, unauthorized food items, 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 OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.
- Attend and participate in advance directive in-service training programs as scheduled.

Safety and Sanitation

- Participate in appropriate in-service training programs prior to performing tasks that involve potential exposure to blood/bodily fluids.
- Wash hands before and after performing any service for resident.
- Keep the nurses' call system within easy reach of the resident.
- Immediately notify the Nurse Supervisor/Charge Nurse 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. Report spills immediately.
- Keep excess supplies and equipment off the floor. Store in designated areas.
- Wash wheelchairs, walkers, etc. as instructed.
- Clean, disinfect, and return all resident care equipment to its designated storage area after each use.
- Perform routing housekeeping duties (i.e., clean bedrails, overbed table, night stand, etc. that relate to nursing care procedures).
- Before leaving work area for breaks, or at the end of the work day, store all tools, equipment, and supplies.
- Report all hazardous conditions and equipment to the Nurse Supervisor/Charge Nurse immediately.
- Report all safety violations.
- Follow established smoking regulations. Report all violations.
- Report any communicable or infectious disease to the Director of Nursing Services and/or to the Infection Control Coordinator.
- Follow established isolation precautions and procedures.
- Wash hands before entering and after leaving an isolation room/area.
- Follow established procedures in the use and disposal of personal protective equipment.
- Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving residents.
- Report missing/illegible labels and MSDSs to your supervisor.

Equipment and Supply Functions

- Use only the equipment you have been trained to use.
- 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 Nurse Supervisor/Charge Nurse.
- Inform the Nurse Supervisor/Charge Nurse of your 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 in the care plan.
- Inform the Nurse Supervisor/Charge Nurse of any changes in the resident's condition so that appropriate information can be entered on the resident's care plan.
- Ensure that your notes reflect that the care plan is being followed.

Resident Rights

- Maintain the confidentiality of all resident care information.
- Ensure that you treat all residents fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy.
- Knock before entering the resident's room.
- Report all grievances and complaints made by the resident to the Nurse Supervisor/Charge Nurse.
- Report all allegations of resident abuse and/or misappropriation of resident property.
- Honor the resident's refusal of treatment request. Report such requests to your supervisor.

Working Conditions

- Works throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with nursing personnel and other departmental personnel.
- Works beyond normal working hours, on weekends and holidays, and temporarily in other positions when necessary.
- Is subject to injury from falls, burns from equipment, odors, etc. throughout the work day. Also subject to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc. including TB, HIV, and the Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

Experience

- Must be a licensed Certified Nursing Assistant in accordance with the laws of this state.

Specific Requirements

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must possess the ability and willingness to work harmoniously with other personnel.
- Must have patience, tact, a cheerful disposition, and enthusiasm, as well as the willingness to handle difficult residents.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health and safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics which will enable these senses to function adequately to ensure that the requirements of the 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.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must have the ability to stand for extended periods.
- Must be able to bend, stoop, stretch, twist, sit and reach.
- May be necessary to assist in the evacuation of residents during emergency situations.

C.N.A. Checklist (Shift 1 – 0700-1500)

Staff Initial	Staff Duties
	Rounds/Report – minimum of (2) C.N.A.s
	Observe Alert Charting Boards, V.S.
	Distribute assignment sheets and shower lists, sign out 2-way radio.
	Assist with “get up” list if applicable; provide A.M. care.
	Distribute food and fluids according to diets.
	Assist with bathing, personal care, repositioning, and utilize teamwork upon assisting with activities.
	Distribute and assist with food/fluids for noon meal according to diets.
	Complete assistance with A.D.L. care, and resident who require afternoon naps and pressure relief.
	Organize/tidy rooms, restock linens/supplies (including cigarettes).
	Complete <u>ALL</u> documentation including: V.S., A.D.L. book, weekly weights, nutrition intake sheets, menus, and Behavioral Occurrence Sheets.
	Prepare for shift change.

C.N.A. Checklist (Shift 2 – 1500-2300)

Staff Initial	Staff Duties
	Rounds/Report – minimum of (2) C.N.A.s
	Observe Alert Charting Boards, V.S.
	Distribute assignment sheets and shower lists, sign out 2-way radio.
	Assist with showers, personal care, snacks, and evening meal.
	Distribute and assist with evening meal according to diet.
	Empty waste and linen (note: last linen drop at 2000 hrs)
	Assist with H.S. care (Residents should NOT be going to bed wearing street clothes!)
	Ensure resident rooms are tidy, call lights withing reach, and supplies stocked accordingly.
	Complete ALL documentation including: V.S., A.D.L. book, weekly weights, nutrition intake sheets, menus, and Behavioral Occurrence Sheets.
	Prepare for shift change.

C.N.A. Checklist (Shift 3 – 2300-0700)

Staff Initial	Staff Duties
	Rounds/Report – minimum of (2) C.N.A.s; ensure 2-way radios accounted for.
	Distribute assignment sheets, Alert Charting, V.S., W/C and barrel cleaning.
	Organize and tidy Nursing Stations.
	Clean refrigerators Q72H, defrost refrigerators weekly and as needed.
	Perform rounds, turn/reposition, and provide thorough personal care, assist with changes of briefs/pads/linens accordingly.
	Document and report individual supplies needed to Central Supply (via Store Requisition Form) i.e., peri bottles, cleansers, cleansing wipes, “pull-up” briefs, etc.
	Assist with A.M. care and “get up” list.
	Strip bed linens according to Deep Clean and Shower Lists.
	Empty waste/linen accordingly prior to rounds/report.
	Complete <u>ALL</u> documentation including A.D.L. book, V.S., and Behavioral Occurrence Sheets.
	Prepare for reports/rounds.

Acknowledgement

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 perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, bodily fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals, and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination may be made with or without notice.

Signature: _____
Certified Nursing Assistant

Date: _____

Signature: _____
Director of Nursing Services

Date: _____

*****Apply in-person at: Santa Rosa Care Center
1650 N Santa Rosa Ave
Tucson, AZ 85712
(520) 795-1610**