

Children's Recovery Center
Job Description

Title: Certified Nursing Assistant (CNA)
Department: Nursing
Reports to: Director, Patient Care Services

A. Job Summary:

The primary purpose of the CNA position is to provide patients with daily care in accordance with state and facility established procedures and as directed by their Supervisor.

B. Principal Duties and Responsibilities Performed:

Responsibility: Provide daily care to all patients as assigned.

Tasks:

1. Check daily assignments at the beginning of each shift.
2. Complete vital signs within first hour of each shift and record them on the flow sheet. Inform RN of any significant changes in patient condition or any abnormal values.
3. Give bed bath/shower which includes oral care, shampoo as necessary and nail care.
4. Ensure that rehab schedule is kept.
5. Assist with setting up patients for meals, passing trays and feeding.
6. Change bed linens QOD. Change more frequently if needed.
7. Reposition those patients every two hours who are unable to turn or reposition. Themselves using proper body alignment. Apply/remove splints as instructed.
8. Record accurate I/O on patients requiring I/O. Record accurate cal counts on patients requiring careful nutritional assessment.
9. Ambulate/assist patients with mobility as ordered.
10. Maintain running totals of I/O, keep vital signs recorded when taken and record % of meal consumed immediately after meals.
11. Complete all documentation one hour prior to end of shift.
12. Ensure that RN is kept informed of all changes in patient condition and any concerns or abnormal values.

Responsibility: Maintain neat and orderly environment

Tasks:

1. Provide patients with clean suction catheters and boats at 0400-1200-2000. Fill boats with sterile water.
2. Empty mist drain bags q shift at 0400-1200-2000.
3. Put away patient's belongings as necessary.
4. Maintain bathrooms in clean and orderly fashion with all items labeled.
5. Maintain supplies in rooms at stock levels as indicated. Replenish at 2am.
6. Stock suction catheters at night (please make sure that each patient has the appropriate size in their drawer). See size posted on bulletin board.
7. Keep hallways clear of furniture, wheelchairs, extra equipment.
8. Always ensure that hospital is maintained in a clean and orderly fashion.

This includes all ancillary department rooms (x-ray, lab, play room, rehab room, utility room, central supply), patient rooms and staff lounge.

9. Fill large volume nebulizers with sterile H₂O two times a shift.

Responsibility: Ensure all patients, staff and environment is maintained in a safe manner.

Tasks:

1. All patient rooms have flashlights available.
2. Equipment is stored in a safe manner with plugs in red outlets as necessary.
3. All beds and privacy curtains away from doors.
4. All outside doors and windows secured (locked) after 6 pm.
5. Staff member is aware of all fire safety, disaster, evacuation, code information.

Responsibility: Admission/Discharge Preparation

Tasks:

1. Set up rooms for admissions. Ensure appropriate supplies and equipment.
2. Orient patient to room, hospital, laundry usage, call light etc.
3. With discharged patients, remove patient belongings and take to nursing office.
4. Return unopened supplies to Central for credit. Discard loose, opened supplies.

Responsibility: Personal Accountability

Tasks:

1. Only one C.N.A. may go on break at a time unless ok'd by charge nurse.
2. Must notify your nurse or charge nurse when you leave the unit for any reason and who will be responsible for your patients.

C. Minimum Qualifications:

Formal Education/Training: High School diploma or equivalent.

Certification/registration/Licensure: Certified Nursing Assistant Required

Job Related Experience: One year experience preferred.

Pediatric experience preferred.

Must have current BLS.

Language: Must be able to read, write and speak English

Bilingual staff preferred.

D. Physical Requirements:

1. Works throughout the hospital, must be in good general health.
2. Sits, stands, bends, lifts, moves intermittently throughout the day.
3. Is subject to frequent interruptions.
4. Must be able to lift, push, pull and move a minimum of 50 lbs.
5. Must demonstrate emotional stability and be able to work with patients, families, visitors, personnel and government agencies under all circumstances.

6. Must be able to assist in the evacuation of patients during an emergency situation.
7. May be requested to work overtime.
8. Is subject to potential falls, odors, hazardous materials.
9. Is subject to potential exposure to infectious waste, diseases, conditions including TB, AIDS, Hepatitis viruses.

Contact Information:

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www.pedisubacute.com