

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Certified Nursing Assistant – Acute Care

DEPARTMENT: Acute Care

IMMEDIATE SUPERVISOR: Acute Care Director

JOB SUMMARY: Administer direct nursing care to patient under direction of an RN in an efficient, safe and courteous manner. The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs, and to provide the care needed as described in the unit's/area's/department's policies and procedures. The staff member must be able to substitute as Unit Secretary in his/her absence.

AGES SPECIFIC TO ACUTE CARE UNIT:

Newborn-	Birth through 1 month	Adolescent/Teenager-	13 years through 17 years
Infant-	1 month through 1 year	Young Adult-	18 years through 34 years
Toddler-	2 years through 3 years	Middle Adult-	35 years through 50 years
Preschool-	4 years through 5 years	Mature Adult-	51 years through 69 years
School Age-	6 years through 12 years	Geriatric Adult-	70 years +

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Assures that personal hygiene needs of all patients of all ages are met: bathing, oral care, perineal care, hair care, nail care, shaving, skin care.
2. Answers call lights promptly and refer questions or problems to RN/LPN in charge. Performs treatments and procedures as directed by the RN/LPN within the limits of the individual's training (ambulation, warm packs, restraints, etc.).
3. Collects and records information pertinent to the patient's status. Takes vital signs, performs simple neuro checks. Empties and measures drainage tubes and bags as directed by RN/LPN. Notifies RN/LPN of significant changes in the patient's condition. Record nutritional intake and I & O. Makes regular patient rounds.
4. Assists in admission and discharge/transfer of patient as directed by RN/LPN and according to procedure. Initiates treatments as directed. Collects information (vital signs, personal information), as needed, depending on time of admission. Cares for patient's valuables according to procedure with assistance of

RN/LPN. Assists patient in preparing for discharge: dressing, packing, accompanying discharged patient to vehicle. Reports significant unusual findings to RN/LPN.

5. Follows procedures to assure that supply stocks are ready for use. Records supply usage of patient using the current charging system. Alerts RN/LPN to unusually high supply needs depending on patient usage. Is conscious of available linen and supply stores when giving patient care.
6. Adheres to standards of safety and infection control in delivery of patient care. Maintains a clean, orderly patient unit for each patient. Assures that isolation principles are understood and carried out. Cleans kitchen, utility rooms, etc., as assigned by RN/LPN. Washes units in absence of housekeeping staff.
7. Maintains awareness of the patient's and family's need for emotional support and understanding. Communicates pertinent psychosocial information to RN/LPN.
8. Listens to patient's concerns and make sure the patient and family understands treatments and procedures.
9. Performs Unit Clerk duties in times of need; breaks, vacations, illness following appropriate orientation.
10. Regularly attends departmental, hospital meetings and educational inservices.
11. Maintains positive attitude towards co-workers, patients and visitors.
12. Performs other duties as assigned and individual is qualified to perform.

SECONDARY FUNCTIONS:

1. Assists patients with meals, as needed.
2. Exhibits cooperation and a positive attitude toward other hospital departments. Assist in transport to other departments.
3. Participates in inservice education programs, monthly staff meetings, and committee assignments.
4. Maintains current BLS rating.
5. Assists in training and orientation of new personnel.
6. Works with other staff members in completing routine paperwork duties.
7. Assists nursing staff in other areas of hospital as requested and qualified when need arises.
8. Attends 12 hours of inservice education yearly.
9. Maintains competency skills as directed by the Nurse Acute Care Director.

EDUCATION: Certified nursing assistant in Wyoming and/or acute care experience in the process of obtaining CNA certification in Wyoming.

EXPERIENCE: Experience or training in nursing home, EMT certification, or other health-related services preferred. Experience in Unit Clerk duties preferred.

SKILLS: Excellent communication skills. Must be able to maintain a high degree of accuracy under stress.

WORKING CONDITIONS: Works in a clean, well-lighted, heated and air conditioned area. Exposure to unpleasant sights, smells and infectious diseases possible. Work schedule is 72 hours every two weeks. May need to work overtime as need arises. Holiday and weekend work at times.

PHYSICAL DEMANDS: Extensive standing, sitting, walking, heavy lifting.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.			X	
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.		X		
G. Above 100 lbs. STATE WEIGHT		X		
H. STANDING			X	
I. WALKING			X	
J. SITTING			X	

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY

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1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Employee Signature

Date

Reviewed: 2/04, 12/10

Revised: 7/01, 12/10