

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
CERTIFIED NURSES ASSISTANT - Wolf Point

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF NURSING

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to perform nonprofessional nursing duties by attending to the personal needs of the patients. Supports the professional Nursing personnel in a variety of standard and routing procedures.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an “on-call” status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Must be 18 yrs old and Certified by the State Of Montana
2. Prefer applicants who have completed CNA training. Must complete Certified Nurses Aide training as soon as possible.

ESSENTIAL JOB FUNCTIONS

1. Must be able to lift and move patients daily. Must be able to lift a minimum of 50 pounds
2. Must be able to work on feet all day and free of any lack of mobility problems.

3. Must be able to work flexible hours.
4. Must be able to speak the English language in an understandable manner.
5. Must be able to cope with the mental and emotional stress of the position.
6. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
7. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
8. Must be in good general health and demonstrate emotional stability.
9. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
10. Must display ability to maintain absolute confidentiality at all times.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for maintenance of personal hygiene of assigned patients.
 - a. Bathes patients daily as scheduled.
 - b. Make beds and change linens as scheduled.
 - c. Assists patients with dressing as necessary.
 - d. Perform oral and perineal hygiene on patients' daily and as needed.
 - e. Care for grooming needs daily and as needed.
 - f. Give back rubs as requested by resident.
2. Responsible for performing the nursing procedures for which trained with the necessary skill and knowledge.
 - a. Perform as ordered by Physician and Charge Nurse.
 - b. Lifts and moves patients according to procedure.
 - c. Feeds patient in a timely manner.
 - d. Weighs patient as scheduled.
 - e. Assist with sitz baths according to physician's orders.
 - f. Assists with collection of urine, stool and sputum specimens when request by Charge Nurse.

- g. Cares for body after death according to procedure.
 - h. Assists with admission, discharge and transfer of patients according to procedures.
 - i. Takes and records vital signs when requested by Charge Nurse.
 - j. Knows procedure for working in different isolation techniques.
 - k. Is able to perform treatment of patients as directed by Professional Nurse.
 - l. Performs colostomy care.
 - m. Is able to perform blood testing for sugar
 - n. Pre-operative and post-operative care.
 - o. Assists professional nurse with care of newborn
 - p. Assists professional nurse with care of post-partum patients.
 - q. Assists with cleaning of delivery room, ER and instruments.
 - r. Is able to do EKG's.
 - s. Is able to obtain O₂ saturation.
 - t. Is able to place patient on telemetry as directed by Charge Nurse
 - u. Is able to place patient on FHM.
3. Responsible for maintenance of comfortable and safe environment for patients.
- a. Assist with positioning of patient according to procedures.
 - b. Uses safety devices to protect patient as necessary.
 - c. Performs passive and active exercises as directed by RN.
 - d. Uses proper transfer techniques according to procedure.
 - e. Assists patient with sitting in chair and walking in timely manner.
 - f. Assists in preparation and maintenance of mechanical and electrical equipment used in patient care efficiently.
 - g. Cleans used supplies, utensils, instruments and equipment as directed by the Charge Nurse.

- h. Maintains orderly condition of patient's room
 - i. Bags sorted linen according to procedures.
4. Responsible for making observation within the scope of knowledge and responsibility, reporting to appropriate persons, recording selected observations and procedures.
 - a. Supports and implements NEMHS and Nursing Policies.
 - b. Maintains effective relationship with patients, visitors and co-workers.
 - c. Attends meetings, in-services, and must maintain CNA certification.
 - d. Must maintain CPR Certification.
 5. Responsible for patient and employee education.
 - a. Carry out as requested by Physician and Charge Nurse.
 - b. Instruct and assist patients with specimen collection, test and procedures.
 - c. Attend in-services as scheduled and required by State and Federal Regulations.
 - d. Complete a minimum of 12 hours in-service training per year, as mandated by the State.
 6. Abide by all policies of NEMHS. Read and review all policies.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date