

JOB DESCRIPTION

Certified Nursing Assistant

Effective: March 14, 2014

Revised: March 14, 2014

Approved by: Administrator

JOB PURPOSE:

Enables patients to stay in their homes by providing health and personal services; supporting patients and their families.

DUTIES:

- Assesses patient condition by monitoring vital signs; recording intake and output; reviewing patient care journal; keeping family informed.
- Administers treatments by dispensing medications; changing bandages; administering oxygen; maintaining oxygen supply and equipment.
- Records patient information by making entries in the patient journal; notifying Registry nursing supervisor of changing or unusual conditions.
- Helps patients care for themselves by introducing and teaching assisted living techniques, such as using a cane or walker, using special utensils to eat, using special techniques and equipment for personal hygiene needs.
- Helps family members care for the patient by introducing and teaching appropriate ways to lift, turn, and re-position the patient; putting the family in contact with resources for additional home care help; directing them to approaches for hospital beds, portable toilets, canes, walkers, lift-chairs, wheelchairs, etc.
- Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures; changing linens, dusting, vacuuming; maintaining kitchen and bathroom facilities, handling personal laundry; maintaining security.
- Provides nutritious meals by following prescribed dietary requirements and nutrition standards; preparing, cooking, and serving meals and snacks.

- Maintains continuity of patient home care by documenting and communicating actions, irregularities, and continuing needs in the patient journal for the next caregiver.
- Updates job knowledge and maintains certified nursing assistant status by participating in educational opportunities; reading professional publications; fulfilling continuing education requirements.
- Protects the home health care company by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.
- Enhances nursing assistant and home health care company reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

SKILLS:

Independence, Flexibility, Judgment, Verbal Communication, Physiological Knowledge, Nutrition, Nursing Assistant Skills, Creating a Safe, Effective Environment, Client Relationships, Listening, Thoroughness.

QUALIFICATIONS:

CNA License, Mandatory CNA Training Courses/Certificates, and CNA Continuing Education Updates.

I acknowledge that by signing below, I have read and that I understand the job description described above.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

PRINT TITLE: _____