

Murray County Medical Center Position Description

Classification:	Certified Nursing Assistant
Department:	Hospital-Nursing
Location:	Murray County Medical Center
Reports to:	Chief Nursing Officer
FLSA Classification:	Hourly/Non-Exempt

Position Purpose

The Certified Nursing Assistant provides care for patients by participating in providing quality, individualized care according to strict and established routine and under the direction of the RN assisting in daily care of patients. This position helps collect patient data, answers patients' lights/calls, responds to emergency situations, assists in the ER, and assists patients with daily activities (bathing, dressing, eating, monitoring vital signs and other areas where the patient may have difficulty), and does other duties as assigned.

Essential Duties and Responsibilities

1. Collect patient data.
 - Identify and record patient's physiological and psychological data.
 - Answer patient lights, determine patients' needs, and report problems to RN.
 - Chart vital signs and treatment/nursing care done, to be countersigned by a RN.
2. Provide appropriate and safe nursing care assistance.
 - Give bed baths to select patients, assist with tub, whirlpool baths and showers. Help dress patients, following the plan of care.
 - Give and remove bedpans and urinals; assist patient to bathroom if ambulatory.
 - Serve and collect food trays and feed patients requiring help.
 - Take and record temperature, blood pressure, pulse and respiration rates, and food and fluid intake and output, as directed, to be countersigned by a RN.
 - Apply and replenish ice/hot packs.
 - Assist nurses, PSR's with paperwork, other tasks involved with admittance and discharge of patients.
 - Transport patients by wheelchair or other means; assist with ambulatory exercise as directed.
 - Drape patients for examinations and treatments and remain with patients to perform such duties as holding instruments and adjusting lights.
 - Perform rounds at least hourly and turn and reposition patients every 2 hours, alone or with assistance, to maintain skin integrity.
 - Chart weight and height of patients.

- Change bed linens, run errands, direct visitors, and answer telephone.
 - Collect urine, stool and sputum specimens as directed.
 - Monitor vital signs, fluid intake and output as prescribed, reporting any change from clinical status.
 - Perform set up, technical assistance, patient care, and clean-up for procedures.
 - Assists with rooming patients, admission process, and transport of patients to other departments as directed.
 - Perform routine point of care testing, according to MCMC's Policy and Procedure.
3. Implement the nursing care plan for patients. Demonstrate an understanding of the medical plan of care and ensure that prescribers' orders are implemented promptly and correctly.
 - Make use of personal protection equipment available to ensure safety for self, patients, and other members of the health care team.
 - Report complex problems or any patient status change.
 - Maintain a safe, clean environment for patient/family and staff.
 - Adhere to standards of practice to ensure patient safety.
 4. Primary Responsibilities in the Emergency Department
 - Perform computer/EPIC functions and charting.
 - Report on the condition of patients to the Registered Nurse.
 - Cleans and stocks carts, rooms, and changes linen as required.
 - Maintains use of appropriate medical equipment and supplies
 - When ER has no patients, will assist on med/surg floor as directed; answering call lights, phones, and assisting where necessary.
 5. Provide direct and indirect care to patients/families in a manner that promotes patient satisfaction.
 - Adhere to MCMC's polices regarding patient privacy and confidentiality.
 - Adhere to the rules and regulations regarding patient confidentiality and comply with HIPAA mandates. Is knowledgeable about own level of access for minimum necessary requirements.
 6. Comply with and is knowledgeable of MCMC's and Department policies, procedures, and standards of care.
 - Demonstrate cooperative, professional, and respectful attitude and behaviors with patients, families, colleagues and other departments. Adheres to standards and expectations of the Employee Conduct Policy.
 - Prepare written documentation as required.
 - Demonstrate knowledge of required response to a disaster/emergency and carry out responsibilities as directed.
 - Set up and operate equipment, in a safe and competent fashion.
 7. Participate in team dynamics activities and service enhancement activities that result in enhanced patient care.
 8. Other duties as assigned.

Job Activities

Percent of Job	Major Activity
20%	Assist with patient personal hygiene
10%	Assist patients with meals and eating
10%	Operate medical equipment and instruments
20%	Monitor and report vital signs of patients
10%	Calculate and measure patient intake and output
15%	Monitor and assist ambulation and turn/reposition patients
15%	Assist with administrative work: calls, filing, charting, etc.

100% Total

Education and Experience

- Current nursing assistant certification or enrolled in certified nursing assistant or emergency medical technician program which will result in obtaining a Minnesota nursing assistant certification or EMT certification within 3 months of hire.
- Certification in Basic Life Support within 6 months of hire
- Prior medical experience as a CNA or EMT preferred, but not required

Requirements

- Must have attention to detail and accuracy
- Have excellent, friendly communication skills and the ability to interact positively with a wide range of people including co-workers, providers, patients and their families.
- Ability to work with a multidisciplinary team.
- Self-motivated, able to work independently under the supervision of a Registered Nurse.
- Work discretely and demonstrate sensitivity with confidential information.
- Ability to exercise good judgement and adapt to varied situations.
- Must have computer skills.

Working Conditions and Physical Demands

- Moderate physical effort as part of regular work routine, may include frequent standing, walking, lifting, and carrying of lightweight materials.
- Must be able to occasionally lift 25 pounds and assist with lifting and moving patients exceeding 100 pounds or more.
- Must be able to push/pull or move/lift heavy equipment/supplies.
- Exposed to considerable reaching, stooping, bending, and some kneeling and crouching.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Unpleasant working conditions may include hazardous chemicals, body fluids, sharps, and instruments.
- Critical thinking and dealing with abusive (verbally and physically) patients and/or family members.

- Work is performed indoors, but is frequently exposed to odors, wet conditions, and slippery conditions.
- Working conditions include exposure to communicable diseases and exposure to potential allergens and the risk of blood borne diseases; exposed to infection and disease-bearing specimens; infections and contagious diseases; hazards of handling diseased organs and tissues; odorous chemicals and specimens; housekeeping/cleaning agents/chemicals; explosive chemicals, gases, and low-level radiation.

Equipment Operation

- Must be able to use and operate wheelchairs, walkers, cane, crutches, ceiling lift, floor lift, stand lift, chair lift, and blood-pressure, pulse, and heart rate monitors.

Supervisory Responsibilities

No direct supervisory responsibilities.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date