

JOB DESCRIPTION - Certified Nursing Assistant

JOB SUMMARY:

The Certified Nursing Assistant is a non-professional employee trained to provide personal care and related services in the home. He/she functions under the direction, instruction and supervision of a registered nurse.

QUALIFICATIONS:

Has completed the 9th grade.
Has the ability to read and write consistent with the job requirements.
Has completed a nursing assistant course given by a facility that is accredited by the state of Maryland for which a certificate has been granted.
Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the care recipient and the agency personnel.
Has successfully completed a CNA skills assessment.
Has passed a required criminal background check prior to beginning employment.
Has a reliable means of transportation.
Receives a physical examination, including a test (or xray) for tuberculosis, annually. Is offered a Hepatitis B inoculation annually.
Understands principles of nutrition and meal preparation.
Understands the principles of the aging process.
Knows procedures for maintaining a clean, healthful and pleasant environment.
Maintains the confidentiality of patient care.
Able to maintain detailed records of patient care in a timely fashion.
Practices good hygiene and is neat in personal appearance.
Comprehends the necessity of assisting patients to achieve maximum self-reliance.
Shows good judgment and tact.
Has an interest and concern for people.

RESPONSIBILITIES:

Maintains confidentiality.
Performs routine housekeeping tasks as related to a safe and comfortable environment.
Follows universal precautions.
Reports any change in the patient's physical or mental condition or in the home situation to supervisor.
Writes notes on her time with patient and incorporates them into clinical record.
Provides simple emotional support to patient.
Attempts to promote patient's mental alertness through involvement in activities of interest.
Follows nurse's or physician's care plan.
Follows emergency procedures when necessary.
Encourage patient to be as independent as is feasible.
Measures and records vital signs.
Gives patient a partial bath (bed bath, bed shampoo).
Assists patient with shower, tub bath.
Assists patient from bed to wheelchair, from bed to chair, repositioning patient in bed and in wheelchair, assisting with turning patient.
Assists with oral care, including cleaning and storing dentures
Changes linens in an occupied bed.
Assists with use of a bedpan.
Performs range of motion exercises
Assists with dressing patient.

JOB DESCRIPTION - Certified Nursing Assistant (CNA)

Assists patient to walk with or without walker or cane.
Measures and records intake and output
Assists with feeding
Provides hair, nail and foot care
Gives catheter, ostomy care
Explains processes to patient

Reports to Registered Nurse

I have been provided with a copy of my job description and I agree to perform the responsibilities outlined to the best of my ability. I realize that failure to do so may be grounds for termination.

Signature

Date

Print Name