

Pleasant View Nursing Home

Green County Position Description

Position Title: Certified Nursing Assistant (CNA)

Department: PVNH – Nursing

Payroll Group 1

Pay Grade: 42 Pay Grade: 97 for In House Pool (CNA)

FLSA: Non-Exempt

**Reports to: Nurse/RN
Supervisor**

Date: November 2014

PURPOSE OF POSITION

The purpose of positions in this classification is to provide direct certified nursing care under the direction of Registered and Licensed Practical Nurses at Pleasant View Nursing Home.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Nursing Care Functions:

1. Arrive on the unit by the starting time for the shift.
2. Conduct rounds on the unit with the staff working on the previous shift.
3. Listen to the nurse as she/he presents information about the residents on the unit, provides requests as to such things as vital signs, weights, preparation for an appointment, etc. and provides other information. Ask questions when further information or clarification is needed.
4. Complete the duties and responsibilities as assigned, following the individualized care plan that is located in each resident room as well as in the Nursing Assistant Binders.
5. Provide care and service to each resident in an individualized fashion. Perform the duties of the nursing assistant. Honor the resident preferences and requests as appropriate. Be knowledgeable of the care plan and the needs of each resident in the assigned area. Ask questions when there is a need for clarity or additional information.
6. Completes the necessary documentation as assigned with accuracy and timeliness.
7. Provides care and services as needed per the care plan. These services include: oral care, denture care, hair care, bathing, dressing, grooming, transferring, ambulation, range of motion, nail care, skin care, toileting, serving meals, serving nutritional supplements, positioning in bed, positioning in wheelchair.
8. Monitor that residents have the assistive devices needed for safety, follow the care plan.
9. Assists with meals according to the needs of each resident. Be available to assist with the serving of the meal as well as clean up after the meal. Offer dietary supplements following the care plan. PM Shift will offer meal nourishment prior to bedtime.
10. Following the care plan, assists with Activities of Daily Living per the care plan.
11. Reports change in resident behavior or condition to unit nurse immediately.
12. Records residents' vital signs such as blood pressure, pulse, temperature, respiration, weight as directed; taking the vitals within the assigned timeframe.
13. Answers call lights promptly and meet residents' needs/requests.
14. Records treatment, food input, bowel movements and other nursing tasks and resident information.
15. Assists ambulatory residents moving around. Transfers non-ambulatory, non-weight bearing residents. Re-positions residents.

Pleasant View Nursing Home

16. Ability to use mechanical devices for resident transfers (E-Z Lift, E-Z Stand, Hoyer, etc...).
17. Changes bed linens. Adjusts beds. Keeps the resident room clean and neat.
18. Keeps the supply room, the kitchenette, the shower room, the clean and soiled utility room and day rooms neat and clean.
19. Transports residents to and from dentist, podiatrist, beauty shop, and on/off unit recreational activities.
20. Conducts self in a courteous and professional manner. Maintains knowledge of and follows nursing and facility work guidelines including dress code.

Resident Rights

1. Maintains the confidentiality of resident health care information.
2. Upholds Resident Rights
3. Reports allegations of resident abuse or neglect immediately to the Administrator. Safe guards the resident from harm.

Personnel Functions

1. Understands and follows the Green County Employee Handbook.
2. Follows facility guidelines and is responsible to read and understand updates, memos, and educational sessions.
3. Fulfills work schedule arriving to the work station at the start of the shift. Meets attendance standards. Will fill in for open shifts.
4. Work cooperatively and collaboratively with other nursing assistants assisting one another as needed and when requested. Be a positive team member. Refrains from speaking negatively, engagement in gossip and the criticism of fellow employees.
5. Be supportive of the nurse, the NCC and/or RN Supervisor and the DON. Communicates in a positive manner. Be an active member of the improvement process by presenting concerns along with suggestions in a timely manner.
6. Communicates concerns, questions, frustrations and complaints to the supervisor in a timely and confidential manner. In the event that this communication is not resolved, communication of this will be presented to the Administrator.
7. Performance and conduct reflects positive customer service to internal and external customers.
8. Upholds the privacy and confidentiality of resident information at all times.
9. Attends all mandatory in-services or completes the make-up session in a timely manner.
10. Attends and participates in unit meetings, department meetings and other meetings as assigned
11. Keeps personal items, cell phone in the employee locker or in the employee's vehicle. Understands that cell phones are not to be used during paid work time.
12. Uses the facility computer for resident documentation only. Understands that the computer is facility property and is not to be used for personal use for any reason or method.
13. Understands that job performance will be reviewed for a clear understanding of expectations.
14. Understands that job performance that does not meet standards and guidelines may result in disciplinary action up to and including termination.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides water to residents.
- Disposes of garbage. Tidies resident's rooms. Bed making.
- Retrieves trays and supplies from kitchen.
- Obtains clean linen, bags soiled linen and transports to appropriate area.

Pleasant View Nursing Home

Minimum Training and Experience Required to Perform Essential Job Function

Valid Wisconsin nursing assistant certification with previous related experience preferred.

Attends educational programs and completes the hours required for the Nursing Assistant Certification.

- Has a basic understanding of caring for the elderly and special needs
- Has a basic understanding of Resident Rights
- Has a basic understanding of Abuse Prevention and Reporting
- Has a basic understanding of change of condition
- Has a basic understanding of accident prevention and safety
- Has a basic understanding of Fire Safety and Tornado Safety.
- Has a basic understanding of dementia and approaches in caring for a person with dementia
- Has a basic understanding of what to do when a resident presents in a combative, aggressive or difficult manner.
- Has a basic understanding of Infection Control Practice
- Has a basic understanding of skin care, nutritional care, hygiene and personal care

Pleasant View Nursing Home is a 24 hour facility which requires continuous care for residents, therefore employees must meet attendance standards by arriving to work on time, work all scheduled shifts and extra shifts that are agreed to work and have an overall excellent attendance record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to explain, demonstrate and clarify to others within well established guidelines and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as PVNH policy and procedure manual, emergency plans, regulations, medical charts, nurse's notes, treatment orders, and general operating manuals.
- Ability to communicate effectively with residents, resident's families, nursing supervisors, other CNAs, activity personnel, therapists.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information measurable criteria.

Pleasant View Nursing Home

Physical Requirements

- In an eight hour work day have the ability to sit approximately 2-3 hours, stand approximately 5-6 hours and walk approximately 4-5 hours or longer when needed.
- Ability to stoop, squat, bend, kneel, reach, twist, climb and balance approximately 1-33% and have hearing acuity, vision acuity far, vision acuity near, color vision and depth perception approximately 67-100% of the time working.
- Ability to use both right and left hands for repetitive actions such as grasping, grasping and turning, fine manipulation, speed work.
- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools. Ability to operate mechanical lifts, stethoscope, sphygmomanometer, and thermometers.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, reading care plans, walking to assist residents.
- Ability to exert mildly heavy physical effort in moderate to heavy work in an eight hour work day, including lifting/carrying (0-34 lbs. approximately 34-66%; 35-100+ lbs. approximately 1-33%).
- Ability to push/pull residents and other necessary items related to performing the CNA role (1-24lbs. approximately 34-66%; 25-100+ lbs. approximately 1-33%).
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures associated with residents' conditions.

Environmental Adaptability

- In regards to environment factors work under moderately safe and comfortable conditions with potential factors such as odors, smoke, potential violence, noise, disease.

Green County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date