

DEPARTMENT: **Skilled Nursing**

SUPERVISOR: **Director of Nursing - Assistant Director of Nursing**

POSITION: **Certified Nurse Assistant**

Job Summary:

A Nurse Aide is an auxiliary helper who works under the supervision of a Registered Nurse or a Licensed Practical Nurse. The Nurse Aide must be neat and clean. He/She must be cooperative, able to take instruction and to carry out orders given him/her by the Supervisor. Must be in good mental and physical condition. Must be patient, kind, tactful and considerate of the needs and feelings of those he/she cares for and those with whom he/she works, be observant. Have a genuine interest in geriatric nursing.

Qualifications:

1. High School graduate or equivalent.
2. Has completed or is in the process of completing the educational training program approved by the State and hold a current certificate from the State of Pennsylvania.
3. Certification in CPR.
4. Is responsible for obtaining 12 hours of staff development yearly to maintain certification.
5. Verbal ability is required to communicate with residents and to understand instructions received from the nursing staff.
6. Manual dexterity is required to move and use hands easily and skillfully while aiding residents.
7. Must enjoy working with the elderly.
8. Standing and walking most of the time on duty.
9. Lifting, pushing, pulling residents, carts and wheelchairs.
10. Handling, reaching and feeling when distributing supplies and equipment and checking residents.

This job description sets forth the "Essential Functions" for the position listed above. Any inability to perform any of these functions may disqualify you as an applicant from further consideration for this position.

Primary Responsibilities:

Is responsible for the care of the residents assigned to her and for the appearance of each unit. To help other aides as needed. To cooperate with other shifts. To teach new aides the routine of your shift. To observe and report immediately to the Supervisor any changes in residents' condition. Handle residents in a manner conducive to their safety and comfort.

Duties:

1. Be on duty on time.
2. Attend report and receive assignment.
3. Answer telephone when necessary and deliver messages.
4. Use the phone with permission. Advise family and friends that only emergency calls from them may come into the facility during working hours.
5. Serve and prepare diet trays, and assist with feeding, or feeds residents.
6. Is aware of basic nutritional needs and assists with the Restorative Dining Program.
7. Bathe, shampoo if necessary, and assist with dressing, giving special skin care when necessary.
8. Comb hair, clean teeth, cut fingernails, shave, help apply make-up.
9. Measure and record intake and output when required.
10. Assist in moving and lifting residents in and out of bed using the lift wherever necessary.
11. Maintain good housekeeping standards within assigned duty areas.
12. Assist with bathroom training.

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13. Answer call bells promptly.
14. Clean and care for equipment for sterilizing and utilize the sterilizer.
15. Report immediately all changes in condition of resident, changes in personality, change in skin such as red or broken areas.
16. Follow ADL Kardex and chart care given accurately.
17. Take temperature, pulse, respiration and blood pressure as required.
18. Take O2 Sat when instructed.
19. Weigh all residents and record in weight book as per schedule. Report increase or decrease of 5 lbs to Charge Nurse.
20. Be discrete in handling confidential information.
21. Actively participate in the Restorative Nursing Program under the direction of the Charge Nurse or Restorative Nurse.
22. Function as a member of the Interdisciplinary Team.
23. Promotes safety to prevent injury to residents, families and other staff members.
24. Practices cost-containment.
25. Adheres to policies and procedures of the facility and promotes a positive image of the institution.
26. Performs all other duties and assignments as requested by the Assistant Director of Nursing, Director of Nursing, and/or Charge Nurse.

The nature of a Medical Center is such that patients must be cared for 24 hours a day, every day. Therefore, the Medical Center has a seven (7) day work week and work schedules must be arranged to provide care around the clock. Employees must accept the philosophy that in emergency situations and when necessary, to maintain good staffing pattern in their departments, they will be required to work shifts and assignments other than their normal schedule.

Revised 3/98

DMT

By signing below I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein. While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date