



Northern Rockies Medical Center Inc.

<b>Department: Acute</b>	Reports to: CNO
Position: Day C.N.A./Ward Clerk	
	Department Head:
Effective Date: January 2007	HR:
Revised Date(s): December 2008 May 2012	Hours: Days/Variable
	OSHA Exposure Category- <b>Category I</b>

**CNA Duties for Day Shift-Hospital**

- Listen to report and assignments given by RN
- Put away clean linen when it arrives.
- Before beginning patient care, get linen needed and stack in order what you will use, also gather all equipment needed for care. Place on cart.
- AM care, Awaken patient and introduce yourself. Unless instructed otherwise by the RN.

Bed rest Patients:

- Offer bedpan or urinal.
- Offer basin of warm water, soap, washcloth and towel, unless instructed otherwise by the RN. All patients are to be washed up for breakfast and then have a bed bath or shower each day.
- Offer toothbrush, toothpaste, kidney basin. (some may prefer this after breakfast.)
- Offer comb and brush
- Male patients may wish to shave.
- Assist in care as necessary.
- Clean off overbed table for breakfast trays and raise head of bed.
- Check room for clean linen needs

Patients with bathroom privileges:

- Assist to bathroom if necessary
- Give soap, washcloth and towel.
- Offer toothbrush and toothpaste for oral care.
- Prepare bed and overbed table for breakfast tray.
- Check room for linen needs.

Bed bath:

- Remove top sheet and spread. Cover patient with bath blanket.
- Get water ready; bathe head, neck, chest, arms first, then legs. Get fresh water, to bathe back and private areas.
- Give back rub.
- Keep dirty linen in hamper.
- Make bed after bath.
- Listen, observe and report patient's condition to RN.

Shower:

- Make sure IV site is wrapped in plastic and securely taped.
- Assist patient to shower
- If leaving patient alone, stay close and check frequently.
- Make bed while patient bathes.
- Place dirty linen in hamper.
- Listen, observe and report patient's condition to RN.
  - Following bath, do ordered patient care:
    - Walking
    - Up in chair
    - Exercises, etc.

Answer call lights PRN throughout shift.

- Pass out breakfast trays and assist with feeds.

- Collect trays and return to food cart. When no dietary liason return dishes to nursing home.
- Note and record patient's appetite intake on diet sheet in percentage consumed.
- Check work assignments. Do patients scheduled for surgery, critically ill or difficult first.
- Tidy up rooms, pick up garbage, dirty linens, dirty dishes, etc.
- Replace equipment to proper place.
- Replace clean washcloth and towel, put away soap and lotion and equipment used.
- Clean and stock diet kitchen
- Give fresh ice water at end of each shift and PRN.
- Clean off bedside table and overbed table.
- Complete all Vital Signs. 0900, 1300, 1700 h.
- Blood sugars are due at 0700. 1100, 1700 h and PRN.
- Report any changes in Vitals to RN.
- Finish all baths/showers
- All linens will be changed daily on acute patients and two times a week for swing bed patients, or as needed, unless otherwise directed.
- Assist with admissions as directed:
  - Guide and/or assist patient to assigned room
  - Take weight and VS
  - Fill out clothing sheet and have patient sign.
  - Have patient sign Conditions of Admission form if not done at front office.
  - Have patient sign Medicare Form if applicable
  - Sign all forms you witness the patients signing.
- Pass out lunch trays and assist with feeding.
- Pick up trays and return to food cart.
- I&O on all patients at the end of shift
- Chart in CNA flow sheets for swing bed patients.
- Check ER for dirty linen and straighten up as needed.
- Replace linen bad at end of shift.
- Give backrubs to all patients on bed rest.
- Strip and wash units if any patients were discharged and housekeeping not available.
- Check rooms for tidiness and straighten as needed.
- Check diet kitchen and utility room for tidiness. Wash all dirty equipment in dirty utility room
- Take dirty linen down to laundry room.
- Empty urinals, urine catheters and commodes hourly.
- Empty foley, gastric suction, urinals and urinal catheters at the end of the shift.
- Check out time. CNA may be needed to stay until report is done. Check with RN.
- Be sure all I&O are recorded on the flow sheet for your shift.
- Take garbage bags to outside bins by ER doors
- Collect any specimens needed and take to the Lab.
- Remain in compliance with Federal and State Regulations as they pertain to this position
- \*\*Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position

**WORK ENVIRONMENT:** Regularly exposed to the risks of bloodborne and airborne diseases. Contact with patients in a wide variety of circumstances. Exposed to noise, chemicals, communicable diseases, and hazardous materials. Wears personal protective equipment as required.

**CATEGORY I. Tasks That Involve Exposure To Blood, Body Fluids, Or Tissues.**

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures should be required for every employee engaged in Category I tasks.

**Professional Requirements**

1. Adheres to dress code.
2. Completes annual educational requirements.

3. Wears identification while on duty.
4. Maintains confidentiality at all times.
5. Attends department staff meetings as required.
6. Reports to work on time and as scheduled; completes work in designated time.
7. Represents the organization in a positive and professional manner.
8. Actively participates in performance improvement and continuous quality improvement (QI) activities.
9. Coordinates efforts in meeting regulatory compliance, federal, state and local regulations and standards as they pertain to this position.
10. Communicates and complies with the NRMCMission, Vision and Values.
11. Complies with NRMCPolicies and Procedures.
12. Complies with Health and Safety Standards and Guidelines.

Qualifications:

1. Must have current C.N.A. Certification or ability to obtain with-in 90 days of hire
2. Must have current CPR/BLS with-in 6 months of hire.
3. Requires repetitive, bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs.
4. Must be able to read and write English fluently.
5. Must be able to clearly and accurately communicate with nursing, physicians, administration and public
6. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ACCEPT THE RESPONSIBILITIES AS OUTLINED. I KNOW OF NO REASON THAT WILL KEEP ME FROM PERFORMING THE DUTIES AS DESCRIBED WITHOUT REASONABLE ACCOMMODATIONS BEING MADE BY NRMCM. I AGREE TO INFORM MY SUPERVISOR IMMEDIATELY IF I AM UNABLE TO PERFORM AS EXPECTED.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_