

## Job Description Certified Nurse's Aide

**Risk Exposure**

1. Direct contact.
2. Does not usually involve but could.
3. Does not involve at all.

Tasks assigned to this position involve potential and/or direct exposure to blood or body fluids.

**Name:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Purpose:**

To assist the residents with activities of daily living and nursing care in accordance with the established nursing care procedures and as directed by your supervisor.

**Accountable To:**

Charge Nurse and Director of Nursing

**Primary Duties and Responsibilities:**

\*May also include the duties and responsibilities of a restorative or bath aide.

**Risk**

Administrative Functions:

- |   |   |
|---|---|
| 1. Participate as a team member to maintain an environment conducive to the resident's safety, welfare and best interest. | 3 |
| 2. Observe and report resident condition to the charge nurse and all information pertaining to procedures carried out.    | 3 |
| 3. Maintain professional working relationships with all staff, residents and families.                                    | 3 |

Resident Care Functions:

- |   |   |
|---|---|
| 1. Perform basic duties of resident care not requiring a licensed nurse and based on the assignment made by the charge nurse. | 2 |
| 2. Assist with admissions, transfers and discharges.  | 2 |
| 3. Inventory resident's belongings at admission. Assist with packing resident's belongings at discharge.                      | 2 |
| 4. Assist residents with ambulation and proper positioning on a regular basis.  | 2 |
| 5. Make beds and keep the resident rooms neat and orderly.  | 2 |
| 6. Take vital signs as directed by the charge nurse.  | 2 |
| 7. Follow the bowel and bladder program and monitor intake and output as directed by the charge nurse.                        | 2 |
| 8. Clean all nursing equipment.   | 1 |
| 9. Serve food trays, snacks and fresh ice water. Assist with feeding as needed.   | 2 |
| 10. Document care delivered on the C.N.A. flow sheets.  | 3 |
| 11. Assist residents to meals, activities and social programs.  | 2 |
| 12. Follow instructions and complete daily assignments.   | 3 |

A C.N.A. **can not** do the following:

1. Give medications of any kind including IV solutions.
2. Use the suction machine.
3. Anything to do with feeding tubes.
4. Changing any dressings requiring medication.
5. Give enemas, check for impaction or remove an impaction.
6. Insert, irrigate or remove catheters.

**Risk**

Equipment and Supply Functions:

- |   |   |
|---|---|
| 1. Ensure safe and proper usage of equipment and avoid waste or breakage. | 2 |
| 2. Keep work areas clean, neat and orderly.                               | 2 |
| 3. Clean utility rooms and storerooms as directed.                        | 1 |
| 4. Restock linen and supply carts.  | 2 |

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Follow fire and safety procedures.  | 2 |
| 2. Report any accident/incident or hazards, no matter how insignificant.         | 2 |
| 3. Follow established infection control and body substance isolation procedures. | 2 |
| 4. Assist the infection control coordinator in identifying risks.                | 2 |

Staff Development:

- |   |   |
|---|---|
| 1. Present a professional image through dress, behavior and speech. | 3 |
| 2. Attend inservices and departmental meetings.                     | 3 |
| 3. Participate in ongoing quality management programs.              | 3 |

Other:

- |   |   |
|---|---|
| 1. Adhere to all resident rights.                                 | 3 |
| 2. Maintain all confidentiality of all resident care information. | 3 |
| 3. Perform other duties as assigned by supervisor.                | 2 |

Working Conditions:

- |   |   |
|---|---|
| 1. Work through out the nursing service area.   | 2 |
| 2. Sit, stand, bend, lift, and move intermittently during the working hours.  | 2 |
| 3. Involved with residents, families, personnel, and at times government personnel.                                     | 3 |
| 4. Subject to hostile and emotionally upset residents and families.   | 3 |
| 5. Communicate with nursing personnel.  | 3 |
| 6. Required to wear an approved back support belt while lifting.  | 2 |
| 7. Required to use a gait belt with resident transfers and ambulation.  | 2 |
| 8. Work beyond normal working hours temporarily when needed.  | 2 |
| 9. Subject to falls and odors through out the workday and the risk of injury from the physical requirements of the job. | 2 |
| 10. At risk of exposure to infectious diseases.   | 2 |

Qualifications and Education Requirements:

1. Must be certified as a C.N.A. in the state of Colorado or have completed an approved C.N.A. training course or be certified in a state that has reciprocity with the state of Colorado.
2. Must be able to speak and understand the English language.
3. Required to lift up to 100 lbs. on a regular basis.
4. Open to new ideas and be willing to incorporate them into practice.

It must be understood that this job description in no way states or implies that these are only duties you will be required to perform. 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.

I certify that this job description was reviewed with me and I fully understand and can perform the essential functions of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_

## Job Description Bath Aide

**Risk Exposure**

1. Direct contact.
2. Does not usually involve but could.
3. Does not involve at all.

Tasks assigned to this position involve potential and/or direct exposure to blood or body fluids.

**Name:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Purpose:**

To assist the residents with bathing in accordance with the established nursing care procedures and as directed by the charge nurse.

**Accountable To:**

Charge Nurse and Director of Nursing

**Primary Duties and Responsibilities:**

\*May also include the duties and responsibilities of a restorative or certified nurse's aide.

**Risk**

Administrative Functions:

- |   |   |
|---|---|
| 1. Participate as a team member to maintain an environment conducive to the resident's safety, welfare and best interest. | 2 |
| 2. Observe and report resident condition to the charge nurse and all information pertaining to procedures carried out.    | 2 |
| 3. Maintain professional working relationships with all staff, residents and families.                                    | 3 |

Resident Care Functions:

- |   |   |
|---|---|
| 1. Assist or supervise residents with their bath according to the bath schedule and shampoo their hair. | 1 |
| 2. Assist residents with shaving and dressing.  | 1 |
| 3. Provide nail care for non-diabetics with their bath.   | 1 |
| 4. Clean shower, tub and bath chairs between each resident and after the baths are done for the day.    | 1 |
| 5. Assist residents with ambulation and proper positioning on a regular basis.                          | 2 |
| 6. Assist residents with activities of daily living.  | 2 |
| 7. Keep residents clean and dry through a toileting or changing program.                                | 1 |
| 8. Take vital signs as directed by the charge nurse.  | 2 |
| 9. Document care delivered on the C.N.A. flow sheets.   | 3 |
| 10. Assist residents to meals, activities and social programs.  | 2 |
| 11. Follow instructions and complete daily assignments.   | 3 |
| 12. Complete any other assignment made by the charge nurse.   | 3 |

Equipment and Supply Functions:

- |   |   |
|---|---|
| 1. Ensure safe and proper usage of equipment and avoid waste or breakage. | 2 |
| 2. Keep work areas clean, neat and orderly.                               | 2 |
| 3. Restock linen and supply carts.  | 2 |

Safety and Sanitation:

- |  |   |
|--|---|
| 1. Follow fire and safety procedures.  | 2 |
| 2. Report any accident/incident or hazards, no matter how insignificant.         | 2 |
| 3. Follow established infection control and body substance isolation procedures. | 2 |
| 4. Assist the infection control coordinator in identifying risks.                | 2 |

**Risk**

Staff Development:

- |   |   |
|---|---|
| 1. Present a professional image through dress, behavior and speech. | 3 |
| 2. Attend inservices and departmental meetings.                     | 3 |
| 3. Participate in ongoing quality management programs.              | 2 |

Other:

- |   |   |
|---|---|
| 1. Adhere to all resident rights.                                 | 3 |
| 2. Maintain all confidentiality of all resident care information. | 3 |
| 3. Perform other duties as assigned by supervisor.                | 2 |

Working Conditions:

- |   |   |
|---|---|
| 1. Work through out the nursing service area.   | 2 |
| 2. Sit, stand, bend, lift, and move intermittently during the working hours.  | 2 |
| 3. Involved with residents, families, personnel, and at times government personnel.                                     | 3 |
| 4. Subject to hostile and emotionally upset residents and families.   | 3 |
| 5. Communicate with nursing personnel.  | 3 |
| 6. Required to wear an approved back support belt while lifting.  | 2 |
| 7. Required to use a gait belt with resident transfers and ambulation.  | 2 |
| 8. Work beyond normal working hours temporarily when needed.  | 2 |
| 9. Subject to falls and odors through out the workday and the risk of injury from the physical requirements of the job. | 2 |
| 10. At risk of exposure to infectious diseases.   | 2 |

Qualifications and Education Requirements:

1. Must be certified as a C.N.A. in the state of Colorado or have completed an approved C.N.A. training course or be certified in a state that has reciprocity with the state of Colorado.
2. Must be able to speak and understand the English language.
3. Required to lift up to 100 lbs. on a regular basis.
4. Deal tactfully with residents, families and other personnel.
5. Must have patience and enthusiasm as well as the willingness and ability to handle difficult residents and families.
6. Open to new ideas and be willing to incorporate them into practice.

It must be understood that this job description in no way states or implies that these are only duties you will be required to perform. 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.

I certify that this job description was reviewed with me and I fully understand and can perform the essential functions of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_