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| JOB TITLE: Certified Nursing Assistant | DEPARTMENT: Med/Surg | POSITION OF SUPERVISOR: CNO |
| FLSA STATUS: Non-exempt | ANTICIPATED HOURS PER WEEK: | EFFECTIVE DATE: |

Position Summary: Assists in the administration of care to patients in a safe, efficient, and courteous manner. Follows proper procedures in accordance with hospital policies and procedures. Demonstrates the knowledge and skills necessary to provide care appropriate to the age of the patients served. Possesses the ability to assess/collect data reflective of the patient's status needed to identify each patient's requirements relative to his/her age-specific needs.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

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| Education/Training: | High school diploma or equivalent work experience preferred |
| Experience: | 6 months previous clinical experience required |
| Special Skills, Licenses or Certifications: | Nursing Assistant Certificate (CNA) in the state of Colorado BLS Basic computer knowledge |
| Language Skills: | Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word |
| Physical/Mental/Special Demands: | Lifting a minimum of _____ pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations; Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. |
| Work Environment: | Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients. |

Standard Job Requirements: *At all times, employee shall satisfy the following requirements:*

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with ***all*** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.

3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

1. Prioritizes and delivers safe and efficient direct patient care.
2. Demonstrates ability to perform complete vital signs on all patients and reassesses as ordered. This includes pediatric, geriatric and the general patient population.
3. Ability to adequately assess and reassess pain. Reports findings to the RN in charge of patient care in a timely manner.
4. Performs all aspects of direct patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
5. Demonstrates ability to deliver an individualized plan of care as directed by the RN in charge of patient care.
6. Knowledge of general medical/surgical nursing principles.
7. Assures patients are provided with meals in a timely manner. Assists those patients requiring assistance with meal set-up and/or feeding.
8. Provides the patient with daily oral care, nail care, and basic hygiene.
9. Assists the patient with bathing, daily grooming. Provides complete and total bathing and grooming to all patients unable to meet these needs independently on a daily basis.
10. Identifies changes in patient condition, mood, vital signs, meal consumption, intake and output, and elimination patterns and takes appropriate action in a timely manner.
11. Demonstrates the ability to meet the patients toileting needs in a timely manner.
12. Answers all call lights in a timely manner.
13. Assists patients with transfer, ambulation as directed.
14. Demonstrates ability to protect fragile patient skin by appropriate skin care, frequent turning, and preventing pressure on vulnerable areas.
15. Changes patient linen daily and as needed to improve patient cleanliness and comfort.
16. Delivers light cleaning and organizing of patient's room or area.
17. Manages and operates equipment safely and correctly.

18. Meets current documentation standards and policies and completes within their assigned shift.
19. Utilizes universal precautions with all patients.
20. Addresses psychosocial needs of patient and family. Appropriately adjusts care for patients of all cultural and religious backgrounds.
21. Assists with orienting new staff members to the department.
22. Demonstrates the ability to provide recreational activities as dictated by RN in charge.
23. Provides post mortem care.
24. Demonstrates the ability to answer the phones utilizing appropriate phone etiquette.
25. Provides inventory and proper care for all patient belongings in accordance with hospital policy and procedure.
26. Can perform all the standard job requirements.
27. Meets the qualifications as set forth herein.

Approved by:

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| (Supervisor – Signature) | (Title) | (Date) |
| | Human Resources Director | |
| (Human Resources– Signature) | (Title) | (Date) |

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

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| (Print Employee Name) | (Employee Signature) | (Date) |