

JOB DESCRIPTION MANUAL	SECTION:	Job Description Manual
HENDRICKS COMMUNITY HOSPITAL ASSOCIATION	PAGE:	1 of 2
	EFFECTIVE:	5/77
SUBJECT: JOB DESCRIPTION	REVISION:	3/85, 9/97, 11/01, 8/22
CERTIFIED NURSING ASSISTANT-LTC	REVIEWED:	11/01, 4/04

I. QUALIFICATIONS:

- 1.1 Successful completion of a state approved nursing assistant training program.
- 1.2 Currently registered as a certified nursing assistant.
- 1.3 Previous experience in a nursing home or a hospital nursing assistant preferred.
- 1.4 Good interpersonal skills.
- 1.5 Must possess verbal and written communication skills to understand and interpret instructions, communicate with medical and nursing staff, patients, and families.
- 1.6 Genuine interest in geriatrics.
- 1.7 Should be able to use common sense and be a fair judge of character.
- 1.8 Good leadership, initiative, and judgment skills.

II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:

- 2.1 Moderate to heavy physical work. Frequent standing, bending, walking, pushing, pulling, and lifting weights in excess of 25 pounds.
- 2.2 Near visual acuity for providing nursing care, and documenting resident information.
- 2.3 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4 Flexibility to handle changing situations and emergency needs.
- 2.5 Ability to maintain strict confidentiality.

III. JOB ACCOUNTABILITY AND RESPONSIBILITY

- 3.1 Adheres to team concept. Works together for the benefit of the residents and the facility.
- 3.2 General duties to include providing residents with assistance as needed with personal hygiene, bathing, grooming, dressing, eating, mobility, any other aspect of ADL's (activities of daily living), and attending to physical, emotional, psychosocial well-being according to each resident's need.
- 3.3 Provides quality resident care following each individual care plan.
- 3.4 Provides input regarding resident condition for the purpose of devising and revising the care plan.
- 3.5 Assists and provides input on observing and monitoring of the resident's physical, emotional, and psychosocial condition.
- 3.6 Reports condition of residents, any changes, reactions, problems, or concerns observed to the RN or LPN.

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- 3.7 Adheres and supports medical care as directed by the medical staff.
- 3.8 Gives nursing care in support and adherence to the philosophy of care and the policies and procedures of the facility.
- 3.9 Maintains the confidentiality of all matters that pertains to the residents, staff, and visitors of the facility.
- 3.10 Ensures that all care given and actions taken are done so according to safety policies, procedures, and practices.
- 3.11 Follows the concept of Rehabilitative Nursing.
- 3.12 Documents resident information on appropriate forms in a timely manner.
- 3.13 Keeps current and adheres to rules, regulations, practices, techniques, policies, and procedures.
- 3.14 Attends mandatory facility in-services. Completes at least 12 hours of in-service training per year.
- 3.15 Participates in QI by providing input to improve quality of care and to strive for ways to improve the overall activities and functions of the nursing home.
- 3.16 Complete orientation to assisted living prior to providing direct care to Lincoln Lane Villa residents.
- 3.17 Respond to call lights and alerts in assisted living in a timely manner.
- 3.18 Provides input for updating policies, procedures, and standards of nursing care.

IV. SUPERVISION AND DIRECTION:

- 4.1 Reports to the Director of Nursing.
- 4.2 Works under the supervision of the charge RN and RN's.
- 4.3 Works under the direction of the LPN's.

V. JOB STATUS & CLASSIFICATION:

- 5.1 Full and Part-time, non-exempt.

VI. OTHER:

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the 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. Management reserves the right to revise this job description at any time.

APPROVED:	DATE:
ORIGINAL:	Human Resources Job Description Manual
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