



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE:** Certified Nursing Assistant; Non-Certified Nursing Assistant

**RESPONSIBLE TO:** Acute Care Nurse Manager

### **JOB SUMMARY & SKILLS NECESSARY:**

The nurse assistant provides assistance the professional nursing staff by performing routine duties of patient care. He/She is responsible directly to the staff nurses who are caring for the group of patients to which the nurse assistant is assigned. The nurse assistant may also assist with more advanced duties under the direct supervision of a professional nurse. The nurse assistant has a very close patient contact, and has an important public relations role in addition to patient care duties. The nurse assistant must also be aware of patient and personal safety. Performs Patient Access Associate (registration) duties as needed.

### **ESSENTIAL JOB FUNCTIONS:**

1. Demonstrate behaviors consistent with organizational mission, vision, values, and goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. All duties are to be performed in accordance with accepted procedures and nursing care standards.
10. Performs various personal care services for patients' comfort and well-being:
  - a. Bed bath, partial bath, tub bath, or shower
  - b. Oral care, denture care
  - c. Hair care
  - d. Nail care
    - i. May clean nails without order.
    - ii. Nails may be cut only with the supervision of the staff nurse or charge nurse.
  - e. Changes linen, maintains neat patient units.
  - f. AM care in early morning, HS care before sleep
11. Performs care per isolation technique for isolated patients.

12. Begins admission process by escorting patient to room, orienting him to the environment, beginning admission questionnaire, including only vital signs, weight, and height.
13. Serves and collects meal trays. Feeds patients who need assistance.
14. Maintains fresh water at bedside, every shift and as needed.
15. Assists with elimination by:
  - a. Passing bedpans or urinals
  - b. Assisting patient to commode or bathroom as ordered.
  - c. Observing drainage from Foley catheter and report unusual drainage to the floor nurse.
  - d. Keeps and understands the importance of recording accurate I & O records, as ordered.
16. Observes IV infusion for proper rate and for condition of IV site. Reports problems to staff nurses promptly.
  - a. Does not adjust rate, hang new solutions, or irrigate IV.
  - b. May stop infusion if solution is empty, or if serious problems will result from continuation of IV infusion, such as an apparent drug or blood reaction.
17. Takes report on all hospital inpatients and provides assistance care as needed.
18. Accepts responsibility for information contained in the employee handbook and the nursing employee handbook.
19. Participates in educational programs and in-service meetings.
20. Attends meetings as required.
21. Works within budget and follows staffing matrix.
22. Additional duties as assigned.

**POSITION QUALIFICATIONS:**

**Minimum Education:** Applicants must have a high school education or GED equivalent, as well as having completed an accredited nursing assistant training class and certification of such with the State Board of Health & Environment to be classified as a CNA. May be employed as a non-certified nursing assistant.

**Minimum Experience:** New and non-certified nursing assistants must be willing to be trained to hospital care standards. If not certified, will have experience in vital sign procurement, hands-on patient care, and transferring.

**PHYSICAL DEMANDS:**

**Stand:** Frequently  
**Walk:** Frequently  
**Sit:** Occasionally  
**Squat/Kneel:** Occasionally  
**Bend:** Occasionally

**Lift/Carry:**  
 10-25 pounds: Occasionally  
 26-40 pounds: Occasionally

**Push/Pull:**

10-25 pounds: Occasionally

26-40 pounds: Occasionally

**\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\***

**Working conditions:** Frequent sitting, standing, and walking in carrying out duties. Should be in good physical condition and able to assist with patients as needed. At times may be exposed to unpleasant elements (accidents, injuries and illness). Due to nature of profession may be exposed to blood-borne pathogens/illnesses.

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I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: Kandi Kuper, RN-C(OB), Chief Clinical Officer

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_