

## **Goodland Regional Medical Center**

### **Job Description**

<b>Job Title:</b>	Nursing Assistant/Ward Clerk
<b>Classification:</b>	Non-Exempt/Hourly
<b>Reports To:</b>	Director of Nursing
<b>Position Type:</b>	Full-Time
<b>Hours Worked/Shift:</b>	Night Shift
<b>Date Last Reviewed:</b>	August 3, 2023

**Summary:** Helps nursing staff by performing routine duties of patient care. Attends to nursing station performing reception and clerical duties for nursing service personnel during course of assigned shift. Additionally responsible for registration of patients after hours and as needed. Responsible directly to the staff nurses who are caring for the group of patients to which the nurse assistant is assigned. Very close patient contact and has an important public relations role in addition to patient care duties. Must also be aware of patient and personal safety.

#### **Essential Functions:**

1. All duties are to be performed in accordance with accepted procedures and nursing care standards.
2. Performs various personal care services for patients' comfort and well-being.
3. Performs care per isolation technique for isolated patients.
4. Begins admission process by escorting patient to room, orienting him to the environment, beginning admission questionnaire, including vital signs, weight, and height.
5. Serves and collects meal trays. Feeds patients who need assistance.
6. Maintains fresh water at bedside, every shift and as needed.
7. Takes report on all hospital inpatients and provides assistant care as needed.
8. Accepts responsibility for information contained in the nursing employee handbook.
9. Participates in educational programs and in-service meetings.
10. Attends meetings, at least 8 meetings per year.
11. Works within budget and follows staffing matrix.
12. Completes clerical duties in the event a patient is transferred to a higher level of care.
13. Completes clerical duties in the event of a patient's death.
14. Completes clerical duties related to the discharge of patient; dismantle paper chart and check for completeness and accuracy.
15. Audits clerical completion of appropriate level of care, demographic data, and admission status of patient electronic medical record.
16. Maintains current patients' charts and/or records.
17. Appropriately attends to correspondence, reports, and filing and telephone duties.
18. Maintains a positive working relationship with nursing and ancillary staff, patients, and visitors.
19. Assists with care and maintenance of nurses' station equipment and supplies.
20. Maintains adequate departmental records, reports and files as assigned.
21. Participates in educational programs, meetings, and in-service trainings.
22. Performs monthly inventory on Med/Surg and ED Pyxis

23. Assists with chart audits.
24. Assists with proficient operation of the ED.
25. Monitoring and maintaining stock levels of the ED and Med/Surg supplies.
26. Obtains vital signs.
27. Transporting patients around the hospital on stretchers and in wheelchairs as needed.
28. Performs other related duties as assigned or requested.
29. Completes SQSS assignments every shift.
30. Checks email every shift.
31. Completes accountability form every shift.
32. Completes hand hygiene audits every shift.
33. Approves timecard every week.
34. Will complete all required competencies.
35. All other duties as assigned.

**Competencies:**

1. Basic knowledge of anatomy, physiology, and medical terminology.
2. Friendly and professional bedside manner.
3. Multi-tasking skills.
4. Effective oral, written, and reading communication skills.
5. Understands legal implications of patient care.

**Position Qualifications:**

*Minimum Education:* n/a

*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 and other on the job training.

**Certifications/Licensures:** Maintains current CPR certification.

**Working Environment:** 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.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	10-20 pounds:	Occasionally	10-25 pounds:	Occasionally
<b>Sit:</b>	Occasionally	20-50 pounds:	Occasionally	25-50 pounds:	Occasionally
<b>Squat/Kneel:</b>	Occasionally				
<b>Bend:</b>	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\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

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

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_