

Bibb Medical Center
Job Description

Job Title: Certified Nursing Assistant
Department: Nursing Home
Reports To: Licensed Practical Nurses, Registered Nurses, DON

EDUCATION and/or EXPERIENCE

Must be currently certified in the State of Alabama as a Certified Nursing Assistant or be eligible to be enrolled in the classes offered by the facility to become certified.

SPECIAL APTITUDES

Ability to provide services for patients ranging in age from adolescent, adult, and geriatric; ability to obtain and interpret information about patient needs; ability to assimilate and utilize information; ability to effectively communicate verbally and in writing; visual acuity sufficient to read 1 mm print; good hearing and color perception; ability to read and interpret written information; manual dexterity sufficient to manipulate small objects; ability to lift medium loads (20#) to a height of five feet; ability to climb to reach heights of 6 feet; ability to sit or walk for extended periods of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following: Other duties may be assigned by the department director or supervisor as necessary.

Adhere to all laws and BMC policy regarding confidentiality and corporate compliance.

Maintain a professional level of conduct.

Adhere to BMC and departmental policies and procedures.

Demonstrate effective communication skills with the residents, staff and visitors.

Use BMCNH equipment effectively and economically.

Provides direct nursing care to residents including, but not limited to:

- Total hygiene
- Serves trays, nourishments and feeds residents as necessary
- Obtaining vital signs
- Range of motion
- Assist with activities
- Specimen collection
- Positioning every two hours as needed

Assist, as assigned, with the following:

- Catheterization
- Admission and discharge of residents
- Treatments
- Postmortem care
- Activities of daily living

Chart pertinent resident information according to BMCNH policy.
Report changes in resident condition to licensed nursing personnel.
Demonstrates appropriate social behaviors and interpersonal skills.
Maintain effective relationships with medical staff and all other departments.
Provide for the rights, dignity and privacy of residents.
Record and report incidents promptly.
Receive and complete assignments from the Registered Nurse or Licensed Practical nurse.
Assist in keeping the unit clean at all times, reporting faulty equipment, repair or maintenance needs.
Changes linen on occupied beds. Assists with cleaning rooms when housekeeping is off duty.
Answers call lights promptly.
Restocks and requisitions supplies.
Assists in directing visitors and ambulatory residents.
Participates in departmental staff meetings, in-service training and orientation of new employees.
Deliver lab, x-ray and dietary requests.
Place reports in resident's medical record.
Deliver dirty linens to laundry as needed.
Any other duties as assigned.

WORK ENVIRONMENT

Works inside an atmospherically controlled environment; must be able to lift at least 75 pounds; requires lifting and positioning of residents and equipment; may require awkward positioning, stooping, pushing, or pulling in lifting or handling residents; possibility of cuts, needle sticks, or burns from instruments and equipment; may be exposed to communicable diseases, combative residents, and potentially dangerous equipment.

EVALUATION

Frequency: Annually

By Whom: Direct Supervisor, Director of Nursing

Criteria: Evaluations are based on the requirements and job duties set forth in this job description.

I have read this job description and understand the duties outlined above and can perform these duties.

Employee Signature

Date