



Job Title:	Certified Nursing Assistant	Name: (Please Print)
Reports to (Title):	Director of Nursing	
New Hire <input type="checkbox"/>	Annual <input type="checkbox"/>	

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

Employee Signature/Date: _____

I. POSITION SUMMARY:

The certified nursing assistant CNA is a member of the nursing team, who under the direction of the Registered Nurse, performs specific functions in patient care. The CNA is responsible to the charge nurse. The CNA assumes responsibility and accountability for the delivery and management of patient care delegated to them from the Registered Nurse. S/he utilizes the healthcare environment, and current technology to provide a climate which optimizes patient care.

II. POSITION REQUIREMENTS (Minimum qualifications for the position)

- A. Licensure/Certification/Registration:** Current state certification as a nursing assistant and Cardiopulmonary Resuscitation Basic Life Support (BLS) certification required
- B. Education:** Graduate of an accredited school preparing certified nursing assistants.
- C. Experience:** A minimum of one year experience.
- D. Special qualifications:** Must be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills; both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- E. Hours of work:** Shift assignments may vary.

III. PRIMARY JOB DUTIES:

1. Perform essential job duties inclusive of but not limited to: bathing and feeding patients, obtaining vital signs, maintain and report intake and output, assist with patient ambulation, make occupied and unoccupied beds, bathe patients, prepare and assist with nutrition needs as needed, wash clothes as indicated and turn patients charting findings and actions on the appropriate forms.
2. Documents patient care delivered and data collected in the appropriate format.
3. Demonstrates appropriate and effective delegation as governed by state policies and the policies of Advantage Nursing Services LLC.
4. Utilizes time during work hours to maintain safe, clean work environment, help others with patient care, participate in quality control checks of equipment, minimum end of shift overtime recorded, participates in hospital based PI monitoring as indicated by each facility; demonstrates prudent use of supplies/equipment.
5. Completes all mandatory, regulatory, hospital and unit-based requirements for assignments.

Private Duty Assignments:

1. May not run errands outside the home or hospital while on duty.
2. May not transport patients outside the home or hospital.
3. May not drive personal vehicle or drive patients vehicle while on duty.

IV. DEGREE OF SUPERVISION REQUIRED: (✓ Check the one appropriate for this position.)

	Under supervision	Used for entry-level classes in which employee receives extensive training and close review of work other than the simpler, more repetitive duties.
✓	Under general supervision	The positions in this class are subject to a minimum of continuous and direct control. The statement tends to be used with working level positions where the employees are expected to operate with a reasonable degree of independence.
	Under direction	Usually refers to classes where positions receive no close or continuous supervision. Incumbents are expected to obtain desired results within established guidelines. This is usually used for supervisory classes.
	Under administrative direction	Usually used only in classes involving top level administrative positions in which the guidance is largely that of overall policy and regulatory/legal requirements.

V. AGES OF PATIENTS SERVED:

CATEGORY	AGE	✓	CATEGORY	AGE	✓	CATEGORY	AGE	✓
Infant	0-12 mos	✓	Adolescent	13-18 yrs	✓	Geriatric	70+ yrs.	✓
Pediatric	1-12 yrs	✓	Adult	19 -69 yrs.	✓			

VI. WORKING CONDITIONS:

Hospital rooms, common areas, clinical departments and hospital grounds. Potential hazards include:

(✓ Check all that apply)

EXPOSURE TO:	None	Some	Frequent	Very Frequent	EXPOSURE TO:	None	Some	Frequent	Very Frequent
• toxic/caustic chemicals		✓			• blood or body fluids			✓	
• extreme conditions, hot or cold	✓				• communicable diseases			✓	
• dust/fumes/gases (including asbestos)	✓				• unprotected heights	✓			
• moving mechanical parts		✓			• CRT (computer) monitor			✓	
• potential electric shock		✓			• frequent, repetitive motions/vibration			✓	
• x-ray electro- magnetic energy		✓			• Bloodborne Pathogens (BBP)			✓	
• high pitched noises	✓				• Tuberculosis		✓		
• needles or other sharp objects			✓		• Other (as listed)				

VII. PHYSICAL REQUIREMENTS:

Relates to the physical demands of the job in terms of fatigue, strain, and repetitive motion. Considers the amount of sitting, standing and walking required; the difficulty of the working positions; the intensity and continuousness of the tasks; and the exertion expended in lifting, pulling/pushing, or carrying varying weights.

(Please ✓ check the most applicable (one) description for this position)

DESCRIPTION	
1. Minimal physical exertion. Very light physical work at desk or counter level with intermittent periods of sitting, standing, and walking. May involve data entry, telephone work, or use of various office/analytical/diagnostic equipment.	
2. Same as level 1 with the addition of standing/sitting/walking for lengthy periods of time. May involve light physical exertion due to pushing, pulling, carrying, and lifting weights up to 20 pounds.	
3. Physical exertion involving pushing, pulling, and lifting weights up to 20 pounds. May require prolonged standing and/or walking during which time objects are transported. May require occasional bending, squatting, or reaching. May require occasional use of equipment.	
4. Physical exertion involving pushing, pulling, carrying, and lifting weights up to 50 pounds. May frequently move, position, and/or lift patients. May require bending, stooping, reaching and use of various types of equipment.	✓
5. Sustained physical activity throughout the work period. Performs work tasks involving pushing, pulling, carrying, and lifting varying weights up to 50 pounds. May operate equipment for prolonged period of time. May require frequent bending, squatting, stooping, reaching, climbing, or walking, in addition to other physical demands.	
6. Moderate to heavy physical exertion throughout the work period. Performs work tasks involving pushing, pulling, carrying, and lifting varying weights up to 50 pounds and greater than 50 pounds with assistance. May operate equipment for prolonged period of time. May require continuous bending, squatting, stooping, reaching, climbing, or walking, in addition to other physical demands. May work in a confined space or outdoors.	

VIII. PERSONAL PROTECTIVE EQUIPMENT:

(Please check all applicable column(s). See Competency Assessment for specific skills if applicable.)

Required PPE	Rare	Occasional iv	Frequently	Continual v
Respirator, Breathing Equip	✓			
Eye Protection			✓	
Head Covering		✓		
Hearing Protection		✓		
Arms, Hands, Fingers			✓	
Body Protection			✓	
Dermatological			✓	
TB Mask		✓		
Other: Color Vision				

IX. ANNUAL MANDATORY TRAINING REQUIREMENTS: ALL EMPLOYEES ARE TESTED UPON HIRE AND ANNUAL AND ANNUALLY AS NEEDED THROUGH A CONTRACT WITH CLEARVIEW RECRUIT SOURCES SYSTEM. THE CORE REQUIREMENTS FOR ALL EMPLOYEES IS:

- Abuse and Neglect
- Advance Directives
- Age Specific
- Body Mechanisms
- Care Planning
- Color Vision (New)
- Complaints and Grievances
- Compliance
- Cultural Diversity
- Environment of Care
 - Bio-Terrorism
 - Emergency Preparedness
 - Fire Safety
 - Hazardous Material
 - Life Safety
 - Medical Equipment Management
 - Security Management
 - Utility Management
 - Waste Management
- Ethics
- Falls Prevention
- HIPPA
- Infection Control
 - Blood-Borne Pathogens
 - CDC Guidelines
 - Transmission Based Precautions
- Latex Allergy
- Legal Issues in Healthcare
- OSHA Healthcare Safety
- Patient Rights
- Patient Safety
- Quality Improvement
- Restraints
- Risk Management
- Sexual Harassment
- Workplace Violence

In addition to the above, the employee will be administered and must successfully complete an assessment for:

- CNA Exam

X. Scoring Guidelines:

To be utilized to consistently judge those performance standards that have no quantitative measurement.

CONSISTENTLY MEETS (3) In the evaluator's judgment and experience, this employee's performance is exceptional. This employee is a **model** and a **resource person** for other employees. The employee's demonstrates performances at a level well beyond the majority of experienced employees in similar positions. Employee requires little or no oversight/supervision. Employee is consistently requested by clinical affiliates.

CONSISTENTLY MEETS (2) In the evaluator's judgment and experience, this employee's performance meets the organizations high expectations for the job and is viewed as performing **very well** on this standard. Requires a normal amount of oversight and supervision regarding this standard.

DOES NOT MEET (1) In the evaluator's judgment and experience, this employee's performance is **marginally acceptable** and is in need of improvement. This employee is not meeting the expectations of the organization in this area. Employee requires more than the typical amount of oversight and close supervision of the standard.

XI. QUALITY OF WORK:	Self Eval	Supy Eval
Complies with Hospital Policy Reports to assignments in per hospital policies in appropriate uniform and with essential supplies to perform essential job functions.		
Accepts and Follows Directions Accepts assignments without controversy or challenging organizational management. Reports any unfair assignments to the appropriate personnel at Advantage Nursing Services, LLC and completes assignment in a professional manner.		
Demonstrates Accuracy Understands normal ranges of physiological standards for age group. Reports any abnormal findings to the appropriate licensed personnel. <u>Source of Information:</u> Supervisory observations, medical record review, performance improvement data, age specific criteria, and occurrence reports. <u>Measurement Criteria:</u> 3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions		

<p>Demonstrates Organizational Skills (sets priorities) Capable of prioritizing care and completing assignment within the allotted time frame.</p> <p><u>Source of Information:</u> Supervisory observations, medical record review, performance improvement data, age specific criteria, and occurrence reports.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>Educational Requirements Completes all mandatory, regulatory, hospital and organizational educational requirements.</p> <p><u>Source of Information:</u> Proof of compliance (Clearview Recruit Source System)</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: 0 exceptions plus additional growth activities (i.e., national certification, etc.) 2-Meet: 0 exceptions 1-Does not meet: 1 or more exceptions</p>		

XII. PROFESSIONALISM	<u>Self Eval</u>	<u>Supy Eval</u>
<p>Image – Projects a professional image at all times; consistently wears I.D. badge and dresses according to hospital specific guidelines; employs professional communication skills when dealing with customers, whether in person, on the telephone, or in written or electronic communication.</p>		
<p>Punctuality/Dependability Accepts assignments and reports on time. Does not cancel shifts in less than outlined time frame. 3- cancelled less than ten (10) shifts in last calendar year 2- cancelled less than fifteen (15) shifts in last calendar year 1- cancelled more than 15 shifts in last calendar year.</p>		
<p>Collaboration with Co-Workers – Demonstrates effective an professional communication skills; greets customers in a warm, friendly manner; introduces self appropriately; takes time to give directions when need arises; can identify the procedure for obtaining assistance for customers with language barriers or the hearing/sight impaired.</p>		
<p>Initiative Exhibits warm, friendly behavior towards others; works to be part of solution instead of criticizing; thinks of creative ways to say “yes;” resists participating in gossip; displays a positive outlook; smiles and uses affirming body language frequently when dealing with customers; is consistently respectful, courteous and helpful.</p>		
<p>Customer Service Demonstrates ability to work effectively as part of a team; treats co-workers with respect; completes all training essential to the position and stays current on job-related knowledge; offers assistance to team members without being asked.</p>		
<p>Respect for Confidentiality and Patient Rights Exhibits behaviors that indicate an appreciation for maintaining patients’ dignity and privacy; communicates with customers in a timely manner if there is a delay; demonstrates proper elevator etiquette; adheres to organizational parking policies.</p>		

XII. NURSING CARE	Self Eval	Supv Eval
<p>Collects data (vital signs, intake and output, dietary intake, etc) on assigned patients. Reports any abnormal findings to the appropriate personnel.</p> <p><u>Source of Information:</u> Supervisory observations, medical record review, age specific criteria, and performance improvement data.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>Provide assistance with activities of daily living based on identified patient needs.</p> <p><u>Source of Information:</u> Supervisory observations, medical record review, age specific criteria, and performance improvement data.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>Implements patient instruction and reorientation to the environment as needed.</p> <p><u>Source of Information:</u> Direct observation, staff/physician feedback, documented exceptions medical record review.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>Performs environmental care to patients under direct responsibility.</p> <p><u>Source of Information:</u> Direct observation, staff/physician feedback, documented exceptions medical record review.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		
<p>Demonstrates effective communication skills</p> <p><u>Source of Information:</u> Direct observation, staff/physician feedback, documented exceptions medical record review.</p> <p><u>Measurement Criteria:</u></p> <p>3-Exceed: No documented exceptions 2-Meet: 1 documented exception 1-Does not meet: 2 or more documented exceptions</p>		

Total _____ ÷ 16 = _____

XIII. Strengths/Accomplishments:

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IX. Opportunities for Improvement:

SIGNATURES <i>(Make sure employee, evaluator and reviewer signs)</i>			
Employee signature:		Date:	
Evaluator signature:		Date:	