

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAALAND ESTATES

MISSION STATEMENT

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

VISION STATEMENT

To be the provider of choice for healthcare within our communities.

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JOB DESCRIPTION

JOB TITLE: CNA **NAME:** _____
Department: Acute/Swingbed Responsible to: Director of Nursing

QUALIFICATIONS: Must be literate, mature and caring, must possess positive communication skills and enjoy working with people. BLS certification required. Must be able to lift 50 pounds. If required to use a hospital vehicle, the employee must maintain a valid North Dakota driver's license and maintain insurability with GSHA's insurance carrier

JOB SUMMARY: Assists the professional staff by performing delegated duties in providing patient care within limits defined.

TYPICAL WORKING CONDITIONS: Work takes place on acute, med-surg, specialty areas of ER, ICU, OB, nursery and swingbed. Units are staffed 24 hours per day with RNs, LPNs, nurse techs, CNAs and ward clerks. These staff are involved in the management and delivery of patient care. Will be required to follow HAMC Safety policies and procedures and use all Safety equipment correctly when applicable.

AGES OF POPULATION SERVED: Geriatrics, Adult, Adolescent, Pediatric, Newborn

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, standing and walking for extensive period of time and occasional lifting and carrying of items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions intermittently. Requires some exposure to communicable disease or body fluids.

RESPONSIBILITIES:

- I. **Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.**
Non-Management & Management Personnel:
 1. Standards of Behavior-Adheres to HAMC's Standards of Behavior and shows an effort towards continuous improvement of personal performance in all areas.
 2. Key Words at Key Times – AIDET: Incorporates AIDET& keywords into daily attitudes and actions.

II. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
2. Attendance and involvement in management meetings, CQI and voluntary groups/committees.
3. Good communication with subordinates and peers
4. Shows initiative and follow-through in work projects.
5. Values and pursues professional education and self improvement.
6. Timeliness of reports, i.e. evaluations, CQI reporting.

III. Accountability for Safety

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures. **(Note-may need to be expanded upon based on the description of job functions)**
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

V. Job Responsibility:

1. Resident/patient cares
2. Technical skills
3. Documentation/Communication
4. Nursery cares

STANDARDS:

- a. Provides quality patient care and therapeutic measures

- b. Orient admissions to room initiating admissions assessment
- c. Answer call lights promptly
- d. Assists in providing for patient safety and comfort
- e. Gathers temperature, pulse, blood pressure, respirations and weights on patients
- f. Functions within parameters of BLS certification
- g. Provides treatments as required
- h. Maintains intakes/outputs, record, documents on patient record
- i. Documents vitals at designated time
- j. Communicates with coworkers and leaders regarding patient status
- k. Maintain professional confidence concerning patient information
- l. Follows appropriate lines of authority in communication
- m. Daily baths
- n. Give bath demonstrations to mothers and assist with mother's return demonstration
- o. Do apical pulses, respirations and temperatures every shift or as ordered
- p. Change diapers when soiled or wet
- q. Bottle feeding on demand when the mother is unable to do the feeding
- r. Take baby out to mother for breast feeding every four hours and prn if applicable
- s. Observe and report problems or unusual symptoms to charge nurse
- t. Assist physician and nurse with circumcision
- u. Cord care of Betadine and alcohol every shift
- v. Document vitals, I&O, feedings and cord cares
- w. Cutting cord clamp on discharge
- x. Taking baby pictures at discharge

SELF IMPROVEMENT:

- a. Attends at least 6 of the 12 IDMs yearly
- b. Verifies competencies in geriatrics, pediatrics, and neonates yearly

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____

REVISED/REVIEWED: 2-11-13 (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee’s during annual evaluation and forward to Human Resources for filing.