

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAROLD S. HAALAND HOME

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.

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JOB DESCRIPTION

JOB TITLE: C.N.A LEVEL 2

NAME:

Department: Haaland Home

Responsible to: Director & Charge LPN

QUALIFICATIONS: High school education is required. Have a positive feeling for the elderly and be able to work with them. Experience preferred but not required. Must be willing to train and pass certification. Be able to lift 50 pounds. Must have a current ND driver's license and be insurable by facilities insurance carrier.

JOB SUMMARY: Viewed as a personal care aide. In such a capacity assists resident with Activities of daily living. Performs laundry, housekeeping duties, and assists in the dining room on a daily basis. The job is a multifaceted position with many elements aside from nursing.

TYPICAL WORKING CONDITIONS: Frequent exposure to communicable diseases, hazardous materials, and other conditions common to a health care environment. Contact with physicians, staff, residents, and the public families.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or irregular hours. Requires some exposure to communicable diseases and bodily fluids.

RESPONSIBILITY:

1. CARE OF RESIDENTS:

A. Personal Care

1. Assists with baths and showers.
2. Offer resident minimal assistance with dressing- encourage resident to remain as independent as possible.
3. Assist with foot soaks and providing nail cares as needed
4. Monitor hair care, shampoo, assist as needed.
5. Encourage oral hygiene, assists as needed
6. Monitor for independence and assists resident with changing of protective device.
7. Monitor changing of soiled clothing. Inspects resident room for any soiled laundry and takes to laundry as needed.

8. Answer signal lights timely.

9. Obtains weights and vital signs as assigned and PRN.
 10. Assists resident to get ready for appointments.
 11. Assists with resident admissions, completing admission checklist
 12. Carries out emergency procedures and participates in practice drills.
 13. Transfers residents to and from clinic or hospital as needed.
 14. Assists resident with packing belongings for discharge/transfer,
 15. Assist as necessary with death procedures.
 16. Charts resident cares and vital signs.
- B. Care of Resident's Environment.
1. Monitors and assists resident to keep room clean and neat daily.
 2. Assists with the changing of resident bed linen.
 3. Assist resident in keeping closets and drawers clean from perishables.
- C. Assistance in Dining Room
1. Carry plates to residents in the dining room as needed.
 2. Assist resident in opening containers, cutting meat, etc.
 3. Offer second choices of food when needed.

2. OBSERVATIONS AND REPORTING:

- A. Operate intercom system.
- B. Gives necessary information to LPN to complete incident reports.
- C. Reports all resident concerns, changes or problems to charge LPN.
- D. Reports facility problems to appropriate department.

3. SUPERVISORY RESPONSIBILITIES

- A. Oversees resident overall health and safety during the night shift.
- B. Does resident assessment in the event of resident fall, resident injury or change in resident health status.
- C. Performs emergency measures per facility protocol as needed as individual situation indicates.
- D. Contacts 911 for emergency requiring medical assistance or transfer to hospital.
- E. Contacts hospital PCC for direction for any resident concerns that are out of C.N.A. scope of expertise.

4. LAUNDRY AND HOUSEKEEPING RESPONSIBILITIES:

- A. Laundry Responsibilities
 1. Sorts, washes, dries, folds and/or irons personal clothing.
 2. Spot cleans to remove heavy stains.
 3. Keeps work area machines clean.
- B. Housekeeping Responsibilities
 1. Cleans designated areas as assigned.
 2. Vacuuming and general cleaning of assigned areas.

5. SELF IMPROVEMENT:

- A. Attends Quarterly meetings--minimum of 3 out of 4
 - B. Attends Education Day--Safety, Infection Control, Confidentiality, Bill or Rights, Open Admissions, and Care of Resident.
6. ATTITUDE AND ABILITY TO FUNCTION AS A TEAM MEMBER:
- A. Exhibits solution oriented involvement in dealing with problems Of facility, staff or residents.
 - B. Exhibits a positive professional approach in dealing with residents, Family members, general public and co-workers.
 - C. Willingly assists other members of the team and is supportive in Their efforts.
 - D. Separates personal problems from work environment.
7. RESPONSIBLE FOR SAFEGUARDING THE PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION (PHI) IN ANY FORM INCLUDING ELECTRONIC, WRITTEN OR VERBAL.
- A. Responsible for safeguarding any PHI or EPHI seen, used or disclosed, whether written, electronic or oral.
During this positions normal job functions as stated in the above job responsibilities abased on the HIPAA privacy policies and procedures.
 - B. Responsible to conduct any oral, written or electronic discussions of PHI or EPHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
 - C. Responsible for maintaining strict confidentiality with any unintentional access to PHI or EPHIwhether written, electronic or oral.
 - D. Responsible for reporting suspected violations of safeguarding of PHI or EPHI by any GSHA employee or business association.
 - E. Responsible to ensure the use of disclosure of PHI or EPHI that is not routinely available to the position must be coordinated with the HIPAA Privacy Office, Security Officer or designee.

REVISED/REVIEWED: _____ (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.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____

Dated _____

