

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

JOB DESCRIPTION

JOB TITLE: Certified Nursing Assistant NAME: _____
Department: Long Term Care Responsible to: Director of Long Term Care

QUALIFICATIONS:

Must be literate, mature, and caring, must possess positive communication skills and enjoy working with people. BLS Certification required. CNA Certification required.

JOB SUMMARY:

Assists the professional staff by providing resident care within defined limits.

TYPICAL WORKING CONDITIONS:

Work takes place in the Long Term Care area. CNAs are involved in the management and delivery of resident care to adolescent, adult, and geriatric residents.

TYPICAL PHYSICAL DEMANDS:

Requires full range of motion, standing, and walking for extensive periods of time, and occasional lifting, 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 diseases or bodily fluids.

RESPONSIBILITIES:

I. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.

1. Standards of Behavior
2. Key Words at Key Times – AIDET

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.
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. Provides **RESIDENT CARE and therapeutic measures, including, but not limited to:**

STANDARDS:

1. Bathing and personal hygiene, including oral hygiene, nail care, etc.
2. Feeding and meal assistance
3. Ambulation and transportation to/from activities, etc.
4. Assistance with toileting needs
5. Performs restorative nursing activities, including range of motion, ambulation, personal hygiene, etc.
6. Assists residents with whirlpool baths and/or showers, as assigned:
 - a. Transport resident to and from tub room
 - b. Provide whirlpool bath to residents as scheduled.
 - 1) Bed bath, whirlpool, or shower (resident's preference).
 - 2) Shampoo hair.
 - c. Disinfects tub room equipment according to policy.
7. Orient new admissions to their room immediately upon arrival, as assigned
 - a. Make sure new resident had their call light given to them and is instructed on how to use.
 - b. Provide fresh water for all new admissions.
8. Makes resident beds in the absence of a bedmaker.

9. Answer call lights promptly.
10. Assists in providing for resident safety and comfort.
11. Performs technical skills within scope of practice:
 - a. Obtains temperature, pulse, blood pressure, respirations, and weights on residents as assigned.
 - b. Functions within parameters of BLS Certification.
 - c. Provides treatments/skin care as assigned.
12. Documents and communicates resident information in a timely manner:
 - a. Records intakes/outputs, weights and other documentation on resident record as assigned.
 - b. Documents vital signs as directed.
 - c. Communicates with co-workers and charge nurses regarding resident status.
 - d. Maintain professional confidence concerning resident information.
 - e. Follows appropriate lines of authority in communication.
13. Participates in quality assurance activities, meetings, and in-services.
 - a. Attends in-service education and meetings as assigned.
 - b. Completes QA monitoring activities as assigned.

REVISED 5/2012

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____

Dated _____