

**POSITION DESCRIPTION**  
**CRITERIA BASED PERFORMANCE EVALUATION**

**Position Title: Certified Nursing Assistant**

**Reviewed by: Eileen Driscoll, SVP for Nursing**

**Date Approved: February, 2015**

**Purpose (General Statement) Of Your Position**

The certified nursing assistant provides direct, indirect care to residents under the supervision of licensed nurses. Is responsible for all job duties in accordance with the policies, procedures, standards and plans of care for the residents. Is responsible for review of assignment and the seeking of direction on care issues from a licensed nurse.

<b>Essential Functions</b>	<b>0</b>	<b>1</b>	<b>2</b>
1. Delivers personal care with attention to resident care plan, choice, and dignity as per assignment and in accordance with Eger's policies and procedures. Personal care includes, but is not limited to, bathing, dressing, CNA rehab care, protocol care, etc.			
2. Is responsible to receive report on residents when arriving on duty from a licensed nurse. Is responsible to clarify any care issues and duty assignments from a licensed nurse.			
3. Requests any additional training or inservice on any procedure immediately from the licensed nurse, Supervisor or Associate V.P. for Nursing before performing any care the CNA does not feel able to perform.			
4. Reports any resident/family concern immediately to a licensed nurse.			
5. Adheres to facility and nursing department policies and procedures related to attendance, badging, and dress code. Maintains good customer relations and telephone skills while on duty.			
6. Allows and encourages residents to participate in his/her care and decision-making in bath, bedtime, choice of clothing, etc. discussing related issues with licensed nurse to insure choices and decisions are safe and in line with care plan goals.			
7. Reports any nutritional concerns to a licensed nurse immediately to insure resident received and responds to ordered diet.			
8. Promotes a safe working environment by immediately reporting to a licensed nurse or unit clerk, any environmental hazards and concerns.			
9. Carries out rehab care plans as assigned, reporting any concern immediately to a licensed nurse.			
10. Monitors and reports immediately to a licensed nurse, any observed, or reported change in a resident's physical or mental condition.			
11. Records accurately, any assigned and performed resident care on designated records. Reports any concern related to documentation to the licensed nurse before leaving duty.			
12. Maintains confidentiality of any information related to the resident or clinical record. Utilizes policies and procedures while on unit by reading and discussing policies with a licensed nurse or supervisor.			
13. Employs safe and efficient body mechanics in the line of duty.			
14. Reports all unsafe/hazardous conditions and/or equipment malfunctions or breakdowns to the appropriate supervisor and follows up as directed.			

<b>Essential Functions</b>	<b>0</b>	<b>1</b>	<b>2</b>
15. Assures that work assignment areas are clean and office equipment is properly secured before leaving.			
16. Adheres to policies and procedures as outlined in departmental safety manuals, employee handbooks, safety manuals and infection control procedures and continuous quality improvement activities.			
17. Participates in facility-wide in service education and training programs.			
18. Participates in department quality improvement activities as appropriate.			
19. Adheres to customer service guidelines including telephone performance. Gives directions and information to all residents, guest, visitors, so that there is a positive, effective and orderly customer relationship.			
20. Accepts constructive criticism and makes appropriate changes.			
21. Reports to duty as scheduled and on time.			
22. Adheres to Eger dress code.			
23. Adheres to requirements of employee health.			
<b><u>SUPPLEMENTAL JOB RESPONSIBILITIES:</u></b> These are position duties that may be required of you or several other employees. It is not essential for all incumbents in this position title to do these functions for the successful operation of the department.			
1. Participates in any care planning or nursing rounds as assigned by the licensed nurse. Provides transport of a resident and clinical record as assigned by the licensed nurse and Associate V.P. for Nursing in and out of facility.			
2. Insures skills training and attainment of hours required for maintenance of certification by attendance at in-service classes and independent work as assigned by the licensed nurse/Associate V.P. for Nursing.			
3. Reports any violation of resident's rights, patient abuse or neglect issue immediately to a licensed nurse. Documents such information as requested by a licensed nurse, supervisor or Associate V.P. for Nursing.			
4. Maintains the nursing unit and resident rooms in a safe and orderly manner and in line with acceptable infection control practices. Insures resident rooms are in good order before leaving the tour of duty.			
5. Insures timely response to any call or alarm system. Reports any concern related to inoperable alarm systems immediately to a licensed nurse.			

**ABILITIES:**

1. Ability to speak, read and write English.
2. Ability to monitor and evaluate real or potential unsafe working conditions and to report such immediately to the licensed nurse.
3. Ability to understand potential of assault by an ill or confused resident and to avoid injury by such assault, if at all possible, by protecting both resident and self at all times during ADL care.
4. Ability to perceive and understand the physical challenge of caring for severely debilitated residents and to plan such as to deliver safe, efficient care in a team situation, asking for help when indicated or needed in the process.
5. Ability to provide patient, caring and empathetic attitude toward residents.
6. Visual acuity; manual dexterity.
7. Ability to work in an environment with frequent interruptions.
8. Ability to communicate clearly and concisely.
9. Ability to handle and prioritize multiple work activities.
10. Ability to establish and maintain effective working relationships with other employees, residents and resident families.

**MINIMUM QUALIFICATIONS:**

1. Certification as a Certified Nursing Assistant.
2. 100-hour certified nursing assistant course as required by the New York State Department of Health.
3. High School or equivalent education as determined by the V.P. for Nursing/designee.
4. Prior health care experience in a skilled nursing facility, hospital or home desirable.
5. Satisfactory physical, laboratory and x-ray results, as applicable, prior to the start of training/work.

**WORKING CONDITIONS:**

1. Heavy lifting and long periods of standing, walking and bending.
2. Frequent interruptions.
3. Subject to call back during emergency situations.
4. Potential for exposure to communicable disease.
5. Potential for exposure to hazardous chemicals.
6. May be required to wear personal protective equipment while performing some of the duties required of this position.

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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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