

**The Merlin Healthcare Group
Certified Nurse Assistant Job Description**

Job Description

Department Nursing	Position Title Certified Nurse Assistant	Reports To COO/CNO
Effective/Revision Date: January, 2015	Supervisor Signature: Terry Merlin, RN (esign)	Date:
Employee Name:		Hire Date:
<p>I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational, State/Federal, or hospital facility needs/requirements.</p> <p>Employee Signature: _____ Date: _____</p>		

POSITION SUMMARY:

The Certified Nursing Assistant functions in an assistive role in the provision of patient care services through regular assignments or delegated tasks and are directly supervised by the RN or LPN (LVN). The C.N.A. demonstrates the ability to carry out specific tasks with reasonable skill and safety that adheres to the prevailing standard of practice in the nursing community. Responsibilities include but are not limited to: activities of daily living, intake and output, glucose testing, height and weight, and vital signs.

POSITION RESPONSIBILITIES:

STANDARD I – Customer Service/Communication/Interpersonal Skills

- Strives to exceed expectations of internal and external customers: Patients, families, physicians, colleagues, visitors and vendors.
- Demonstrates appropriate communication skills in all interactions.
- Interacts with others in a spirit of teamwork and cooperation.
- Anticipates and provides resolution to issues based on the needs and expectations of our customers. Channels concerns appropriately through chain of command; deals with conflict appropriately, timely and privately.
- Treats others with respect at all times; maintains a work environment free of harassment, hostility, threats or violence.

STANDARD II – Job Knowledge/Productivity/Initiative

- Maintains certifications, education and development appropriate for position.
- Completes position responsibilities by following established guidelines and protocols within the appropriate time frame.
- Demonstrates a thorough knowledge of work practices/responsibilities/establishing priorities and roles in emergency procedures.
- Demonstrates self-direction, flexibility, professional development and willingness to master new skills.
- Has the ability to accept and act upon suggestions for improved performance.
- Completes all requires orientation and annual updates as appropriate to clinical placements.

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- Knowledgeable of standards of practice as outlined in professional practice organizations related to clinical setting.

STANDARD III – MHG/ Hospital/Department Policies & Procedures

- Supports, implements and ensures compliance with all MHG/Hospital and regulatory/accrediting agency standards, regulations and policies and procedures.
- Ensures accuracy, timeliness and completeness of documentation and work performed per Hospital policy.
- Utilizes appropriate resources and hospital policies as the “standard of care” for positive patient outcomes.

STANDARD IV – Organizational Ethics/Improving Organizational Performance

- Supports MHG and Hospital’s mission, vision and values.
- Conduct reflects MHG values; accepts the responsibility to act with absolute integrity, work as a unified team, learn and transfer that knowledge across the continuum, have accountability to all that we serve, and treat everyone with dignity and respect.
- Demonstrates compliance with the Ethics and Compliance Program, policies, directives and Code of Conduct training.
- Maintains privacy and confidentiality of patient, client, employees and organizational information in verbal, written and electronic form. Limit access to information on a job-related need to know basis. Complies with MHG/Hospitals risk management program-timely/accurate occurrence reporting. Demonstrates understanding and involvement with Performance Improvement.

STANDARD V – Position Specific Essential Performance Criteria

Performs position specific job functions at an acceptable level with minimal direction.

Primary responsibilities for a C.N.A encompass but not intended to be all-inclusive;

- **Patient Rights** – Demonstrating awareness and respect for the patient/family/significant others dignity and values; identifies cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and educational limitations. Knowledgeable of patient’s rights, protection of patient security, privacy and confidentiality in all aspects of care.
- **Job Responsibilities** – Responsible in the collection and reporting of patient data and observations to the RN or LPN/LVN according to Hospital policy as it relates to; Pain, risk to fall, skin integrity, interventions, vital signs, ADLS, signs and symptoms of abuse, changes in patients condition and identification of patient needs requiring intervention of other team members. Knowledgeable of documentation systems utilized to chart observations and data gathered related to care provided and supply acquisition.
- **Care of the Patient** – Provides care as appropriate according to the interdisciplinary age-specific patient plan of care. Able to recognize the need for and use of designated equipment in providing patient care and resuscitation efforts. Demonstrates skill in performing patient procedures. Accepts delegation within scope of practice and able to prioritize care within acceptable time frames.
- **Patient/Family Education** - Provides patient teaching in easy to understand terms and documents the teaching provided. Explanations of all procedures are given to patients before care is provided.
- **Continuum of Care** - Collaborate with healthcare team to meet patient’s care needs during transition from shift to shift. Ensures continuity of care by participating in patient transfers to other units. Coordinates with primary nurse during the patients discharge process.

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STANDARD VI – Age Specific Essential Performance Criteria

Demonstrates the knowledge and skills necessary to provide care based on physical, psycho/social, educational safety and related criteria, appropriate to the age of the patients served in his/her assigned position. The skills and knowledge needed to provide such care may be gained through education, training or experience.

EXPECTED PERFORMANCE LEVEL	Age Specific Groups ✓ for Area				
	Neonatal	Pediatric	Adolescent	Adult	Geriatric
	Birth – 1 year	1 -11 years	12 -17 years	18 – 64 years	65 + years
1. Adapts communication skills to interpret response to treatment	✓	✓	✓	✓	✓
2. Modifies interview techniques to identify physical, psycho-social and education needs	✓	✓	✓	✓	✓
3. Involves patient/ family/ significant others in decision making related to plan of care	✓	✓	✓	✓	✓
4. Implements appropriate safety precautions for age	✓	✓	✓	✓	✓
5. Reviews plan for and provide age specific care	✓	✓	✓	✓	✓
6. Modifies nursing interventions based on age specific response to care	✓	✓	✓	✓	✓
7. Implements appropriate skin care to maintain skin integrity	✓	✓	✓	✓	✓
8. Interprets patient data and responses to treatments and medications	✓	✓	✓	✓	✓
9. Plans care with frequent breaks for elderly patients	✓	✓	✓	✓	✓

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Position Minimum requirement Checklist

<p align="center"><u>Education</u></p> <p>() Less than high school <input checked="" type="checkbox"/> High school or GED () Vocational/Technical () 2 yr Associate Degree/Diploma () Post Graduate Degree <input checked="" type="checkbox"/> License/Certification (specify) <u>State Certification</u> () Other: _____</p>	<p align="center"><u>Mental & Emotional Requirements</u></p> <p><input checked="" type="checkbox"/> Manage stress appropriately <input checked="" type="checkbox"/> Make decisions under pressure <input checked="" type="checkbox"/> Manage anger/fear/hostility/violence of others appropriately <input checked="" type="checkbox"/> Handle multiple priorities <input checked="" type="checkbox"/> Work alone/independently <input checked="" type="checkbox"/> Work in confined and/or crowded areas</p>	<p align="center"><u>Personal Protective Equipment</u></p> <p><input checked="" type="checkbox"/> Mask <input checked="" type="checkbox"/> TB Mask <input checked="" type="checkbox"/> Gown <input checked="" type="checkbox"/> Goggles <input checked="" type="checkbox"/> Gloves () Other: _____</p>																																																																																					
<p align="center"><u>Experience</u></p> <p>() None () Less than 1 year <input checked="" type="checkbox"/> 1 – 3 years () 3 – 5 years () More than 5 years () Other _____ _____ _____ _____</p>	<p align="center"><u>Hazards</u></p> <p>() Exposure to toxic/caustic chemical/detergents () Exposure to extreme conditions, hot/cold <input checked="" type="checkbox"/> Exposure to dust/fumes/gases <input checked="" type="checkbox"/> Exposure to moving mechanical parts <input checked="" type="checkbox"/> Exposure to potential electrical shock <input checked="" type="checkbox"/> Exposure to high pitched noises</p>	<p align="center"><u>Hazards (continued)</u></p> <p><input checked="" type="checkbox"/> Exposure to communicable diseases () Exposure to excessive sunlight or work outdoors () Unprotected heights <input checked="" type="checkbox"/> CRT (computer) equipment () Operating heavy equipment <input checked="" type="checkbox"/> Other: Exposure to blood and body fluids</p>																																																																																					
<p align="center"><u>Skills</u></p> <p><input checked="" type="checkbox"/> Organizational <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Interpersonal <input checked="" type="checkbox"/> Mathematical () Analytical <input checked="" type="checkbox"/> Grammar/Spelling <input checked="" type="checkbox"/> Read/comprehend written instructions <input checked="" type="checkbox"/> Follow verbal instructions () Transcription <input checked="" type="checkbox"/> BLS () ACLS <input checked="" type="checkbox"/> Computer (specify) <u>Meditech</u> () Clerical (specify) () Department – Specific: _____ _____</p>	<p align="center"><u>Physical Requirements</u> (Definitions below)</p> <p>() Sedentary work () Light work () Medium work <input checked="" type="checkbox"/> Heavy work () Very heavy work <input checked="" type="checkbox"/> Ability to respond to & restrain aggressive/assaultive patients.</p> <p>The minimum requirements of this position require the individual to: <input checked="" type="checkbox"/> Stand for <u>5</u> hours a day <input checked="" type="checkbox"/> Sit for <u>2</u> hours a day <input checked="" type="checkbox"/> Walk for <u>5</u> hours a day <input checked="" type="checkbox"/> Perform repetitive tasks/motions <input checked="" type="checkbox"/> Distinguish colors <input checked="" type="checkbox"/> Hear alarm/telephone/tape recorder/normal speaking voices <input checked="" type="checkbox"/> Have good manual dexterity <input checked="" type="checkbox"/> Have good eye-hand-foot coordination <input checked="" type="checkbox"/> Have clarity of vision: Near (<20') Mid (>20' to 20') Far (>20')</p>	<p align="center">Evaluate requirements & activity percentage in time for this position based on the following:</p> <p>1 Not at all (0%) 2 Occasionally (1-33%) 3 Frequently (34-66%) 4 Continuously (67-100%)</p> <table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Climb</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bend</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Crouch</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Squat</td> <td></td> <td></td> <td align="center">X</td> <td></td> </tr> <tr> <td>Crawl</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Kneel</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Pull with force</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Reach above head</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Reach above shoulder</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Twist at waist</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Push/pull up to 50 lbs.</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift/carry up to 50 lbs.</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift from floor level up</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> <tr> <td>Lift from waist level up</td> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> <tr> <td>Lift from shoulder/head</td> <td></td> <td align="center">X</td> <td></td> <td></td> </tr> </tbody> </table>		1	2	3	4	Climb	X				Bend			X		Crouch			X		Squat			X		Crawl		X			Kneel		X			Balance				X	Pull with force				X	Reach above head		X			Reach above shoulder				X	Twist at waist				X	Push/pull up to 50 lbs.				X	Lift/carry up to 50 lbs.				X	Lift from floor level up		X			Lift from waist level up				X	Lift from shoulder/head		X		
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<p align="center"><u>Ages of Patients Served</u></p> <p><input checked="" type="checkbox"/> Infant/neonate Birth – 1 yr <input checked="" type="checkbox"/> Child/pediatric 1 – 11 yrs <input checked="" type="checkbox"/> Adolescent 12 – 17 yrs <input checked="" type="checkbox"/> Adult 18 – 64 yrs <input checked="" type="checkbox"/> Geriatric 65 + yrs () Not applicable</p>	<p align="center"><u>Enter any Additional Minimum Requirements</u></p> <p>Definitions for Physical Requirements: Sedentary work: Prolonged periods of sitting and exert up to 10 lbs force occasionally Light Work: Exert up to 20 lbs force occasionally and/or up to 10 lbs frequently Medium work: Exert up to 50 lbs force occasionally and /or up to 20 lbs frequently and/or 10 lbs constantly Heavy Work: Exert up to 100 lbs force occasionally, 50 lbs frequently, or 20 lbs. constantly Very heavy work: Exert over 100 lbs force occasionally, 50 lbs frequently, 20 lbs constantly</p>																																																																																						