

CORNERSTONE NURSING AND REHAB CENTER

Title Job Description	CERTIFIED NURSING ASSISTANT (CNA) 4 pages
Department	Nursing
Supervisor	Director of Nursing, Assistant Director of Nursing, Charge Nurse
Work Area	Nursing department, resident and commons areas
Purpose	To provide direct resident care under the supervision of the Director of Nursing in accordance with the philosophy, policies and procedures of the nursing department and Cornerstone Nursing and Rehab Center.

GENERAL DESCRIPTION

Cornerstone is dedicated to providing top notch health care to all of our residents. Our goal is to provide a healthy, rich and enjoyable day to day lifestyle that our residents can not only trust in but depend on. We will provide direct patient centered care by performing tasks that are directed towards the prevention of problems and the maintenance and restoration of health, according to the individualized plan of care for each resident.

PRINCIPLE DUTIES

- Assist with ambulation and range of motion
- Support a resident who is walking
- Assist with the use of a walker, cane, wheelchair, and other mechanical aids and supports
- Transfer resident between bed and wheelchair, bed and stationary chair, wheelchair and stationary chair and wheelchair and toilet or commode, using assistive devices and proper body mechanics
- Maintain optimum joint functioning for Activities of Daily Living (ADL's) by:
Placing flexible joints in functional positions and body parts in proper alignment
Assisting the resident to flex joints in as complete a normal range of motion for ADL's as possible
- Assist residents with basic personal care to the extent necessary
- Assist with regular bathing, shampoo, and hair care
- Perineal care
- Dressing and undressing
- Oral hygiene
- Care of dentures
- Care of nails
- Shaving
- Make-up application
- Move and regularly reposition residents who are lying in bed, using proper body mechanics and turning techniques
- Encourage and assist residents to be up and as active as possible
- Assist resident with special care as directed by the Director of Nursing

- Chart required cares, behaviors, etc.
- Provide special skin care for the individual with limited mobility
- Apply support garments and stockings
- Adjust light and temperature conditions
- Clean and sanitize bedside equipment
- Use of elbow and heel protectors
- Adjust proper direct lighting
- Decrease glare
- Answer call lights promptly
- Assist at meal time
- Adjust bed heights
- Provide adequate compensation for visual changes
- Allow adequate accommodation to light and dark
- Check diet trays for accuracy
- Serve trays to residents in rooms
- Assist residents with set up or eating to the extent needed
- Remove trays and return residents to their rooms after meals
- Give after-meal care
- Make beds, change linens, and tidy rooms
- Pass fresh water
- Assist residents in preparing residents for bed
- Report significant observations to the charge nurse
- Other duties as assigned by Charge Nurse, DON and/or Administrator
- May assist with emergencies

PRINCIPLE RESPONSIBILITIES

- Prompt and accurate assistance to professional nursing personnel
- Provide quality nursing care
- Be knowledgeable about the care and use of supplies and equipment
- Report incidents
- Work under the immediate direction of the charge nurse
- Maintain clean, dry, comfortable and pleasant environment
- Observe and report changes in resident's skin condition and ADL ability
- Practice basic medical asepsis to prevent the transfer of infection
- Use correct hand washing technique
- Practice universal precautions
- Prevent hazards of immobility by:
 - Use of sheepskins and alternating pressure mattresses
 - Use footboards, cradles and splints
- Provide for Resident protection by: use of side rails and restraining devices, as directed by the charge nurse
- Recognize and remove environmental dangers
- Observe residents for changes in attitude, appetite, reactions, etc.
- Follow all the policies and procedures set forth in the Policy and Procedure Manuals
- Attend all in-service training sessions
- Maintain positive relations with residents, families and staff
- Maintain confidentiality

- Comply with applicable standards of behavior and conducts including, but not limited to, standards of conduct and professional code of ethics
- Wear personal protective equipment, when required
- Complete all training as assigned within the specified time frame

PHYSICAL REQUIREMENTS

- See Physical Demands

PERSONAL QUALIFICATIONS

- Be 16 years of age or older
- Satisfactorily completed an approved course in nursing assistant training
- Be listed on the Nursing Assistant Registry in good standing
- Ability to read, write, speak, and understand the English language
- Possess effective communication skills, both written and oral
- Be in good mental and physical health
- Have a high moral standard
- Possess a sincere desire to work with the aged and/or handicapped
- Be pleasant, cheerful, tactful, courteous, and kind
- Possess the ability to work cooperatively with others

WORKING CONDITIONS

- The CNA works in well lighted and well ventilated work areas
- The CNA maybe exposed to infection, odors, and mood changes of residents
- The employee will be required to work in resident and commons areas

WORKING HOURS

- The shifts are approximately:
 - 5:00 am – 5:30 pm
 - 6:00 am - 2:30 pm
 - 2:00 pm - 10:30 pm
 - 5:00 pm - 5:30 am
 - 10:00 pm - 6:30 am
- And other shifts as assigned as case load requires. The CNA is required to work on all shifts, weekends, and holidays. The hours, shifts, and days of the week may vary depending on staffing availability, patterns, etc.
- The nursing department runs 24 hours a day - 7 days a week.
- A willingness to be called in unexpectedly, is required.

Director of Nursing

Date

Reviewed by:

Initials/date _____

Initials/date _____

I _____ have read the above job description and fully understand the conditions set forth therein, and as a CNA, I will perform these duties to the best of my ability. I also understand Cornerstone Nursing and Rehab Center cannot guarantee my employment and that Cornerstone may change wages, benefits and/or conditions of employment at any time.

Employee Signature

Date