

Cordova Community Medical Center
Job Description
Nursing Assistant/Unit Clerk

Job Title:	CNA/Unit Clerk	Status:	Full-Time
Supervisor:	Chief Nursing Officer	Pay Grade:	DOE
Department/Division:	Nursing Department	Classification:	Non-exempt

NURSING ASSISTANT POSITION SUMMARY

The primary purpose of your job position is to provide your assigned residents with routine daily nursing care in accordance with our established nursing care procedures, and as may be directed by your supervisors. Has no supervisory responsibility.

ESSENTIAL RESPONSIBILITIES:

ADMINISTRATIVE FUNCTIONS

- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Report all accidents and incidents you observe on the shift that they occur.
- Report all changes in the resident's condition to the Charge/Staff Nurse as soon as practical.

ADMISSION, TRANSFER, & DISCHARGE FUNCTIONS

- Ensure that the resident's room is ready for receiving the resident. (i.e., bed made, name tags up, admission kit available, etc.).
- Greet and escort residents to their room.
- Introduce residents to his/her roommate, if any, and other resident and personnel as appropriate.
- Make the resident comfortable. (i.e., put to bed, get water, etc.).
- Inventory and mark the long term care resident's personal possessions. Store the resident's clothing.
- Assist residents with packing their personal possessions when they are being transferred to a new room, or when being discharged.
- Transport residents to new rooms or to the receiving area.
- Report all complaints and grievances made by the resident.
- Required to obtain the necessary Pre-Authorizations as necessary.

PERSONAL NURSING CARE FUNCTIONS

- Participate in and receive the nursing report upon reporting for duty.
- Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.)
- Give or assist residents with bath functions (i.e., bed bath, tub or shower bath, etc.).
- Assist residents with dressing/undressing as necessary.
- Assist residents with nail care (i.e., cleaning the finger/toenails.).
- Shave male residents.
- Keep hair on female resident's clean shaven (i.e., facial hair, under arms, on legs, etc., as instructed.).
- Keep residents dry (i.e., change gown, clothing, linen, etc., when it becomes wet or soiled).
- Make beds (occupied and unoccupied).
- Position bedfast residents in correct and comfortable position.
- Change bed linens. Keep linens tight to avoid wrinkles from forming under the resident.
- Put extra covers on beds as requested.
- Assist residents with bowel and bladder functions (i.e., take to the bathroom; offer the bedpan/urinal, portable commode, etc.).
- Maintain intake and output records as instructed.

- Check and report bowel movements and character of stools as instructed.
- Collect specimens as instructed (i.e., urine, sputum, stools, etc.).
- Assist residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.).
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, etc.).
- Assist residents in participating in activity programs.
- Assists with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
- Assist residents to walk with or without self-help devices as instructed.
- Provide eye care (i.e., cleaning eye glasses/hearing aides, etc.).
- Measure and record temperatures, pulse, and respiration (TPR's), as instructed.
- Weigh and measure residents as instructed.
- Assist in preparing the residents for a physical examination.
- Assist with the application of no sterile (moist and dry) warm/cold compresses.
- Assist with the care of the dying residents.
- Provide post-mortem care as instructed.
- Check residents routinely to assure that their personal care needs are being met.
- Assists in Acute Care and E.R. as needed.
- Answer call lights.

SPECIAL NURSING CARE FUNCTIONS

- Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).
- Provide daily indwelling catheter care.
- Provide daily perineal care.
- Assist with the application of slings, elastic bandages, binders, etc.
- Give tepid sponge baths.
- Provide daily Range of Motion Exercises.
- Turn bedfast residents at least every two (2) hours.
- Observe disoriented and comatose residents. Record and report data as instructed.
- Provide residents with Reality Orientation as instructed.
- Prepares O.B. table using sterile techniques.

FOOD SERVICE FUNCTIONS

- Prepare residents for meals (i.e. take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining room, etc.).
- Serve food trays. Assist with feeding as indicated (i.e., cutting foods, feeding, assist in dining room supervision, etc.).
- Assist residents with identifying food arrangements (i.e. informing residents with sight problems, what foods are on the tray, where it is located, if it is hot/cold, etc.).
- Record the resident's food/fluid intake. Report changes in the resident's eating habits.
- Keep resident's water pitchers clean and filled with fresh water (on each shift) and within easy reach of the resident.
- Serve between meal and bedtime snacks.
- Perform after meal care (i.e. remove trays, clean resident's hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.).
- Check rooms for food articles (i.e. food in proper container, unauthorized food items, etc.). .

EQUIPMENT AND SUPPLY FUNCTIONS

- Restock clean and dirty utility rooms, and the Activity room.
- Clean and maintain: whirlpool, vaporizers, autoclave, etc.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

- EDUCATION:** Must possess, as a minimum, a high school diploma or GED certification.
- EXPERIENCE:** Must be a graduate of an approved Nurse' Aide Training Program.
- REQUIREMENTS:** Posses the ability to deal tactfully with personnel, patients, family members, visitors, government agencies, and the general public. Must have patience, tact, cheerful disposition and enthusiasm; as well be a willing to handle patients of every maturity level. Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices. Must posses BLS certification, valid AK C.N.A. Certification. Must be able to read and write English well. Must be able to lift at least 20-25 lbs. Must be able to stand on feet great amounts of time.

UNIT CLERK POSITION SUMMARY

Under the direction of the DON, this position requires the ability to perform secretarial duties and to record medical and administrative information in accordance with established Charting and Documenting policies and procedures. The Unit Clerk has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Receive all incoming calls at the nurse's station; deliver messages to nursing staff, patients and/or families, residents, etc., as necessary.
- Answer patient and resident call lights and give pertinent information to nursing staff.
- Inventory patient and resident's charts daily and place appropriate paperwork (i.e. Nurse's notes, physician's notes, medication sheets, etc.) in charts as needed. Thin charts as directed by HIM when signed by Providers.
- Place laboratory and radiology results in proper patient and resident's charts.
- Maintain the Daily Census Report and pertinent logs kept at the nurse's station.
- Assist incoming patients with admissions paperwork and Insurance information.
- Admit, transfer and discharge patients and residents via the computer system.
- Complete necessary medical and log records upon the patients or residents admission, transfer, and/or discharge.
- Forward completed charts of discharged patients or residents to the Medical Records Department.
- Forward new and/or changed diet orders to the Dietary department.
- Transcribe Medical Providers orders to care plans, medication record, treatment plans, etc.
- Report to Nurse any discrepancies found in transcribing Medical Providers orders.
- Assist in arranging for and making appointments for diagnostic and therapeutic services.
- Make residents appointments and keep nursing staff informed of resident's appointments.
- Record appropriate patient or resident information on designated medical records, wristbands, etc.
- Direct visitors to patient rooms, office areas, etc., as necessary.
- Assist the Long Term Care Coordinator in MDS submission, printing of LTC med sheets and other duties as assigned.
- Make up ER packets, Acute Care packets, Outpatient Treatment packets as needed.
- Keep Nurses Station stocked with office supplies, chart forms, etc. Notify materials of need for colored charge sheets.
- Assist Director of Nursing with Administrative duties as directed.
- Typing of reports, policies, letters etc. as needed and assigned.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.

- Other duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent.

EXPERIENCE: Minimum, one (1) year office/secretary experience, preferred.

REQUIREMENTS: Operate multi-line phones, and have excellent communication skills. Knowledge of Computers and computer programs to include Word, Excel, Internet, etc., is desired. Ability to use office machines such as fax machines, printers, etc.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current in all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Medical CNA/UNIT CLERK

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name