



Job Description

Job Title: Certified Nursing Assistant (CNA)

Job Code: 8110 8710 8810

Reports to: Licensed Staff

Summary

Provides personal care, comfort measures, and supportive care to patients as assigned by licensed personnel. Collects and documents patient data according to established guidelines. Maintains a safe and clean work environment through inspections and proper techniques as defined in departmental and organizational standards.

Age of Patient

The individual in the job provides direct patient care for what age of patient?

Neonate-Toddler (0-3)	___	
Pediatric (4-12)	___	
Adolescent (13-20)	___	___
Adult (21-64)	___	
Geriatric (65+)	___	
NA	___	___

Job Duties and Responsibilities

1. Provides care to the patient in accordance with verbal or written assigned duties from licensed staff. Consults with licensed staff regarding observations related to assignment.
2. Assists with and/or provides hygiene, physical, and comfort measures as directed by licensed staff.
3. Collects, handles, and transports specimens and equipment in accordance with departmental guidelines.
4. Obtains and records observation data and reports changes to the licensed staff.
5. Provides care in a manner that respects the patient rights and choices in a multi-cultural setting.
6. Demonstrates knowledge and skills appropriate to the clinical area to which assigned. (Departmental addendum)
7. Promotes quality improvement, staff and patient safety, and cultural diversity through department operations and by personal performance
8. Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, educational, and safety needs.
9. Presents a courteous and helpful demeanor, appropriate for age, to all patients, visitors, other employees/medical staff members, or any other person an employee encounters while representing the organization.
10. Maintains current knowledge related to applicable statutes, regulations, guidelines and standards necessary to perform job duties in accordance with the requirements of the Corporate Compliance Plan. Complies with the requirements of the Code of Conduct, Corporate Compliance Plan and Compliance Policies and Procedures, including training requirements. Participates in compliance activities under the direction of the Department Manager and Corporate Compliance Officer.

Knowledge, Skills, and Abilities

Minimum Requirements

1. High school diploma or GED for employees hired effective beginning May 1, 2006.
2. Successful completion of a state approved training program resulting in technician status and completion of state-defined competency and skills testing. If position is in Long Term Care, incumbent is required to obtain the CNA certification within 4 (four) months of hire date.
3. Currently listed in good standing on the State of Missouri registry.
4. Ability to read and complete necessary documentation legibly, in accordance with regulations.

Preferred Qualifications

1. Previous experience.
2. Current CPR Certification.

Primary Contacts

Primary contacts are patients, families, visitors, physicians, and hospital staff.

Working Conditions (Check one or all depending on the working conditions of the position.)

- Normal hospital working environment. Requires good verbal and written communication skills. Must be able to speak and read the English language.
- Ability to move freely (standing, stooping, walking, bending, pushing, and pulling) and lift up to a maximum of fifty (50) pounds without assistance.
- Work is primarily facility based in an outpatient behavioral health setting and/or correctional facility.
- Some work may occur in a community setting and may include contacts in a high crime area and in extremes of temperature.

Blood Borne Pathogen Exposure (Check one)

- Category I: Job classification includes ALL employees who have occupational exposure* to blood borne pathogens* (blood or body fluids) while performing their job duties.
- Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.
- Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.

Reviewed by: _____ Date: _____
Department Manager

Reviewed by: _____
Please Print Employee Name

Employee Signature Date: _____