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SUBJECT:	MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION
DEPARTMENT:	LEFA L. SERAN SKILLED NURSING/MEDICAL SURGICAL
TITLE:	<b>CERTIFIED NURSING ASSISTANT</b>
REVISION DATE:	<b>10/26/2009</b>

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### **DEFINITION:**

Under the direction of licensed practical nurses and/or registered nurses, the nursing assistant performs direct resident care tasks within the objectives, standards, and policies of the Lefa L Seran Skilled Nursing/Medical Surgical departments and within the parameters of his/her preparation.

### **EXAMPLES OF DUTIES:**

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Provide for resident's personal care: assist with oral care, bathing (partial or complete bed bath, tub bath, shower, whirlpool, perineal care), hair care (shampoo, brush and comb), nail care, shave with razor, dressing and undressing, apply and remove established prosthetic devices and braces, backrubs and toileting needs.
2. Provide for activities of daily living (ADL's): assist with meals and feeds residents; provide fresh water and nourishment between meals; ambulate, turn, and position residents.
3. Measure and record intake and output, vital signs and weight.
4. Provide for comfort needs of residents.
5. Provide post-mortem care.
6. Work effectively as a team member in the delivery of care and assist in the orientation of new employees.
7. Utilize resources and materials in an efficient and safe manner.
8. Maintain a safe and attractive environment for residents and co-workers; transport residents and equipment as appropriate.
9. Promptly answer resident call lights and requests.
10. Report observations of a resident to the nurse caring for the resident to ensure professional assessment.
11. Instill confidence in the resident by maintaining a neat and attractive appearance and perform duties in a competent and caring manner.
12. Show dependability by being punctual and maintain consistent attendance.
13. Maintain a good working relation among all nursing unit personnel and other hospital employees through appropriate communication. Cooperate with the members of the nursing and medical staffs and other hospital departments.
14. Perform other related duties at assigned.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### **Knowledge and Ability:**

##### *Knowledge of*

- the role and responsibility of the Nursing Assistant as defined by the Nevada State Board of Nursing;
- communication and interpersonal relationships responsibilities;
- safety and infection control policies and procedures;

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- personal care procedures;
- procedures to take and record vital signs;
- nutritional requirements and techniques;
- admission and discharge procedures;
- exercise and activity techniques;
- elimination procedures;
- application of unsterile warm and cold pack;
- techniques for assisting residents with special needs;
- reporting responsibilities;
- colostomy and ileostomy care;
- oxygen administration;
- handwashing procedures;
- denture care;
- Hospital and department policies and procedures

***Ability to***

- assist residents transfer and mobility using proper resident lifting and transfer techniques;
- answer call lights;
- make beds;
- monitor residents and report changes;
- collect samples for testing;
- provide resident hygiene;
- feed residents;
- monitor resident food input/output;
- record information;
- comply with hospital and safety policies and procedures;
- comply with Resident Bill of Rights and Employee responsibilities;
- work overtime, adjust to changes in days off and shifts on occasion if necessary;
- be flexible and able to work in an environment that has frequent and multiple interruptions, which is stressful at times;
- provide genuine caring for and interest in elderly and handicapped people

**Experience and Training:**

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possess and maintain a current CNA license in the State of Nevada, maintain current certification in CPR and participate in annual mandatory training.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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Dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Some bending, reaching, squatting, and stooping is necessary. The manual dexterity and cognitive ability to procedures, care plans and tasks as assigned. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 50 pounds) and use of mechanical lifts as required or needed.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Work environment is generally clean and comfortable. Lighting conditions are typically good. Frequent interruptions to planned work activities occur. Changes in days off and shifts are possible and incumbent will be required to be available on short notice. Exposure to infectious diseases and bodily fluids is common. It is common to engage with family members of residents during emotionally difficult periods of time.

**FLSA Status:** Non-Exempt

### **LIMITATIONS/DISCLAIMER:**

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of certified nursing assistant and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

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Signature

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Date