POSITION DESCRIPTION

Department: NURSING Title: CERTIFIED NURSING ASSISTANT (CNA) ACUTE CARE	
Date Created:05/31/2020 Updated: 05/12/2023 Next Review Date: 05/12/2025	Reports to: Nurse Manager & Director of Nursing Approved by: Shawn Ottley COO / CHO (May 15, 2023 08:01 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒Hourly ☐Salaried

POSITION SUMMARY

Under the direction and supervision of a Registered Nurse, provides patient and family-centered care as a member of the health care team, in accordance with the mission and values of Lake Chelan Health, and within the parameters established by the Washington State Department of Health, Health Services Quality Assurance Division. Key functions and specific skills for the job are found in the unit specific onboarding checklist and in standards that are applicable to CNA's.

DUTIES & RESPONSIBILITIES

The job duties listed below are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position. The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.

1. Receives and provides patient report at shift change, or as patients are admitted or transferred
2. Makes patient safety rounds on assigned patients at least hourly (every two hours at night) and as directed by licensed personnel or based on patient's condition
3. Accurately takes vital signs, measures I&O as ordered, completes daily weights and records in electronic record in a timely manner. Reports abnormalities in vital signs or changes in patient's condition to RN in a timely manner
4. Correctly administers adjunct treatments such as EKGs, bladder scans, intermittent pneumatic compression devices, anti-embolism stockings and T-Pump for warming or cooling. Accurately documents treatments and records in the electronic medical record
5. Assists with patient mobility such as ambulation and repositioning in bed. Safely assists patient with transfers to and from wheel chair and the commode. Accompanies patient to tests or activities when directed by the RN.
6. Helps to ensure that patients have adequate hydration and nutrition by providing and maintaining water pitchers, assisting with meal ordering, setting up meal trays, assisting with feeding when needed and accurately recording how much and what the patient consumed in the medical record
7. Supports patient hygiene by assisting with showers, giving bed baths, performing peri care and/or catheter care, providing a warm wash cloth or hand wipe before meals, offering and providing oral care regularly. Assists with personal grooming by combing hair, shaving patients and assisting the patient to dress when needed
8. Obtains stool and urine specimens as directed
9. Anticipates needs by setting up rooms for surgery patients and new admits. Gathers needed equipment such as IV poles and monitors, as well as patient gown and personal supplies. Provides support during the discharge process by gather patient belongings, assisting with dressing and taking the patient by wheelchair to their car
10. Receives, greets, and directs patients, visitors, and hospital personnel arriving on, or calling, the patient care unit promptly and courteously. Must demonstrate professionalism and excellent communication and interpersonal skills
11. Initiates, assembles, maintains, and disassembles charts for patients as assigned
12. Supports a healing environment by maintaining a safe, clean, uncluttered, quiet work area, including patient rooms, public areas and hallways, and nursing station areas. Maintains an environment that supports patient privacy, confidentiality, and dignity. Provides respectful feedback to others to do the same
13. Updates job knowledge by participating in educational opportunities; staying current with rn.com

assignments; reading professional publications; maintaining required certificates and training; maintaining licensure

14. Demonstrates effective use of resources and accurate capture of charges on each patient account
15. Performs CNA daily checklist once every 24 hours.
16. Removes all patient care disposable equipment (including suction containers and contents) and linens on discharge. Removes, sanitizes, and returns to storage small equipment.

QUALIFICATIONS

1. Current certification as a Certified Nursing Assistant in the State of Washington
2. Six months acute care experience preferred; experience may be waived for students currently enrolled in a registered nursing program approved by the Nursing Quality Assurance Commission; experience may be waived for an applicant who has demonstrated experience involving customer service in healthcare or other related industry and completion of an acute care NAC course
3. Current Healthcare Provider CPR

RESUSCITATION/CERTIFICATIONS – See "Certifications" policy

- Able to read, write, understand and communicate in English to satisfactorily perform the essential functions of the position
- Proficiency with Information Technology; such as electronic health records, communications systems, computers and equipment necessary to perform essential functions of the position
- Skilled to work with a wide range of staff as part of an interdisciplinary team including physicians, nurses, and ancillary staff
- Demonstrated interpersonal skills that convey a positive and supportive attitude
- Ability to effectively manage multiple responsibilities, urgent responses, and challenging situations

KEY RELATIONSHIPS

- Accountable to the House Supervisor, Nurse Manager, Director of Nursing Services, and Chief Nursing Officer
- All members of the unit patient care team, to include providers and outside agencies
- Patients and families receiving care

SPECIAL EQUIPMENT

- Special patient care equipment, to include Safe Patient Handling equipment, as specified by the assigned nursing unit.
- Telephone, paging, and fax and other communication technologies
- Clinical and administrative information systems

LAKE CHELAN HEALTH

Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, with employees that are accountable for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees at all levels and across all disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.
Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.
Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships – patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our community, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person – not just

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open -minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Will encourage transparency – encourage constructive identification of problems and will take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of the work we perform, operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify just culture, focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL, COGNITIVE, VISUAL DEMANDS AND WORKING CONDITIONS

"Caregivers must engage in safe work practices and report all unsafe work conditions."

Physical Requirements

Please note for patient and material handling the safe maximum limit should not exceed the following set values:
• "For safe patient handling, in ideal situations, no more than 35 lbs. maximum force should be lifted without the use of available lifting aids/equipment." (National Institute for Occupational Safety and Health (NIOSH) Safe Patient Lifting/Carrying thresholds). In situations of patient emergency some exceptions to this recommendation may exist (reference Safe Patient Handling Policy/Guidelines)
• "For safe non-patient manual material handling, a Recommended Weight Limit (RWL) is 51 lbs. maximum without use of assistive devices and/or team lift." (NIOSH Work Practice Guide for Manual Lifting thresholds)

	Frequency				
Activity:	**Never**	**Rarely**	**Occasionally**	**Frequently**	**Constantly**
	Activity or condition does not exist	1-10% of the work shift	11-33% of the work shift	34-66% of the work shift	67-100% of the work shift
Physical Requirements					
Lifting/Moving Patients	Never	Rarely	Occasionally	Frequently	Constantly
0-35 lbs.			X		
over 35 lbs. (w/ use of available lifting aids/equipment) *				X	
Lifting/Carrying (Non-Patient):	Never	Rarely	Occasionally	Frequently	Constantly
0-25 lbs.					X
25-50 lbs.			X		
51-75 lbs. (w/ use of assistive devices and/or team lift)			X		
over 75 lbs.		X			
Pushing/Pulling: with wheels	Never	Rarely	Occasionally	Frequently	Constantly
0-25 lbs.				X	
25-75 lbs.			X		
over 75 lbs.		X			
Reaching Above Shoulder			X		
Reaching at Waist to Shoulder Height				X	
Reaching Below Waist				X	
Reaching Forward				X	
Balance (working at a height unprotected, i.e. on a ladder)		X			
Climbing		X			
Bending (at neck up/down)				X	
Bending (at waist)				X	
Stooping (bending head/body forward and downward)				X	
Twisting (at neck)			X		
Twisting (at waist)				X	
Keyboard Data Entry				X	
Repetitive Hand/Arm Movements			X		
Wrist- flexion, extension				X	
Grasp (forceful)				X	
Fine manipulation				X	
Repetitive Foot/Leg Movements			X		
Operate foot controls			X		
Running		X			

Sitting			X		
Squatting (bending knees)			X		
Kneeling		X			
Standing				X	
Walking					X
Vibratory Tasks (high impact)		X			
Vibratory Tasks (low impact)		X			
Visual Acuity, Hearing and Speaking					
	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech					X
Hearing Acuity					X
Smelling Acuity		X			
Taste Discrimination	X				
Vision:	Never	Rarely	Occasionally	Frequently	Constantly
Depth Perception				X	
Distinguish Color				X	
Seeing - Far					X
Seeing - Near					X
Computer Monitor					X
Cognitive-Behavioral Demands					
	Never	Rarely	Occasionally	Frequently	Constantly
Ability to comprehend and follow instructions while maintaining an appropriate work pace.					X
Ability to perform simple and repetitive tasks.					X
Ability to perform complex and varied tasks while making a decision at each step.					X
Ability to independently accept and carry out assigned tasks.					X
Ability to maintain composure while handling behavioral issues of patients and visitors while under highly stressful and volatile situations.				X	
Adapt to frequent interruptions, changes in priorities and emergency situations					X
Maintain emotional self-control and organization under increased stress					X
Ability to maintain high level of concentration for an extended period of time.					X
Ability to foster and work in a team environment, maintain professional communications with other team members in a manner consistent with policies and core values.					X
Work Environment Exposures					
Biological					
	Never	Rarely	Occasionally	Frequently	Constantly
Bio hazardous Waste			X		
Biological Hazards - respiratory				X	
Biological Hazards - skin or ingestion				X	
Blood and/or Bodily Fluids (BBF)				X	
Communicable Diseases and/or Pathogens				X	
Dust			X		
Chemical					

	Never	Rarely	Occasionally	Frequently	Constantly
Asbestos or Lead		X			
Cytotoxic Chemicals (oncology-chemo)		X			
Gases/Vapors/Fumes		X			
Hazardous Medication (per NIOSH)			X		
Hazardous Chemicals			X		
Latex			X		
Radiation		X			
Exposures					
	Never	Rarely	Occasionally	Frequently	Constantly
Domestic Animals			X		
Prolonged Exposure Heat or Cold		X			
Works Outdoors (in all types of weather and areas)		X			
Hazardous Noise (>85dB)			X		
Magnetic Fields		X			
Moving Mechanical Parts			X		
Needles/Sharp Objects		X			
Electric Shock		X			
Physical Assault			X		
Pressurization Changes (Flights)		X			
Wet or Slippery Surfaces			X		
Safety Requirements/Personal Protective Equipment					
	Never	Rarely	Occasionally	Frequently	Constantly
Operation of equipment, handling tools				X	
Operation of vehicles		X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					X
Use of Personal protective equipment during various task/activities; includes but not limited to use of safe patient handling equipment, gloves, masks, safety glasses and gown.					X

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

_____ _____

Employee Signature Date