

**PACIFIC RETIREMENT SERVICES**  
**Rogue Valley Manor**  
**JOB DESCRIPTION**

Department: Health Center

Incumbent:

Position: Certified Nursing Assistant

Reports To: Geriatric Nurse,  
Resident Care Manager/Care Coordinator

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In the following job description:

E = Essential job duties

N = Non-essential job duties

**POSITION SUMMARY:**

The Certified Nursing Assistant(CNA) provides person-centered, individualized direct care to the long term and/or temporary resident.

**JOB SKILLS:**

- E Knowledge of State and Federal regulations.
- E Maintain and promote resident rights, privacy, and dignity.
- E Knowledge and consistent observance of universal precautions, current infection- control procedures.
- E Consistent awareness of safety. Follow up on identified safety risks.
- E Communicate with residents, families, and team members respectfully and effectively; the ability to individualize verbal and non-verbal communication to accommodate for resident communication deficits.
- E Must possess good observation skills to be able to recognize a change in resident condition.
- E Knowledge of physical, cognitive, and emotional norms for this population.

**SPECIFIC RESPONSIBILITIES:**

- E Adhere to the CNA scope of practice as set forth by the Oregon State Board of Nursing.
  
- E Assist residents as needed in all activities of daily living, using guidelines as set forth in the Activities of Daily Living (ADL) plan.
  - Review ADL plan for residents who are new to you before beginning care and upon returning to work after time off to remain current.
  - Organize workload to complete tasks and allow participation in ADLS without appearing to rush the resident. Provide assistance in a compassionate manner.
  - Observe residents and report changes immediately to the Geriatric Nurse, or RCM/Care Coordinator.
  - Provide accurate written documentation of care provided, including bowel function. Report concerns to the Geriatric Nurse daily.
  - Complete assigned Vital Signs, including weights and Intake and Output. Report concerns/abnormals to the Geriatric Nurse immediately.

- Demonstrate an awareness of socialization as an ADL by spending quality time with residents whenever possible.
  - Individualize care to accommodate resident preferences, abilities, and needs.
- E Provide a timely response to call lights and resident requests.
- E Complete assigned mealtime duties, record intake of meals, fluids as ordered, and snacks.
- E Participate on the resident care team: identifying personal preferences, maintaining the highest achievable level of functioning, assisting Care Managers with critical information for Minimum Data Set (MDS) preparation and modifying care in response to condition changes.
- E Maintain resident apartments or rooms in a neat and orderly fashion, being especially alert to safety issues.
- E Maintain cooperative relationships with team members, both departmental and ancillary (other departments as recreation, dining, housekeeping, etc.) assisting with programs and activities as needed.
- E Replenish supplies as needed in resident rooms.
- E Partner with other team members, assisting as needed and as time allows.
- E Review and initial memos in the CNA Communication Book each work day.
- E Attend all required in-services and training, including annual & quarterly retraining as set forth by State and Federal guidelines and facility protocols.

JOB SPECIFICATIONS:

Hours:

Hours will be assigned and may vary. May be FT, PT, or on call.

Knowledge:

Requires some knowledge of the nursing services field.(E) Certification by the Oregon State Board of Nursing as a Nursing Assistant.(E) Must be state licensed within four months of hire.(E) A minimum of one year experience preferred.(N) Must be CPR certified within the first year of employment.(E)

Independent Judgement:

Works toward the accomplishment of patient care objectives as determined by the supervisor/plan of care. Must use good judgement and common sense in regard to patient care. Questionable matters are referred to supervisor.

Relations with others:

Job role requires substantive interaction with residents. Requires a high level of tact and judgement to maintain positive relationships.

Working Conditions:

Moderate to heavy physical conditions. On feet most of the time.(E) Involves heavy lifting when transferring patients of over 50 lbs.(E) Involves walking, bending, stooping, twisting, reaching, carrying, pushing, pulling and handling.(E) Occasional working on irregular surfaces or heights.(E) Exposure to uncomfortable temperatures or odors.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, patients/residents, and visitors.

Blood Borne Pathogen Job Classification:

Category I - May have some exposure to occupational disease.

HIPAA Requirement:

Maximum

Impact of actions:

Actions affect the quality of care delivered to residents and influence the facilities ability to meet state and federal guidelines.

Supervisory responsibility:

None.

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

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**Incumbent Signature**

**Date**

2/04 bm

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MATERIALS HANDLING			EFFORT			LEGEND:					
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day						
Lifting 0-10# from 5" to 68"	X	Occ	Moving items	NA.	Up to 20x/hour	Freq.	% of day		# of times per hour		Min. per hour
Lifting 11-25# from 27" to 76"	X	Rare	Moving items	NA	Up to 20x/hour	Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-50 # from 20" to 45"	X	Rare	Resident transfers, bathing, bed mobility	1 min.	1 x/day	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 25 feet	X	Occ	Moving items	NA.	5x/day	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 25 feet		Rare	Moving items	NA	5x/day	Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-60# 15-100 feet	X	Rare	Moving supplies	<1 min.	1 x/day	Effort: List actual measurement in seconds or minutes per event.					
Pushing 15-40 # of force, 15-150 ft at 36" height	X	Occ	Wheelchairs, dressing residents, moving items	<1 min.	5-10x/day	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 15-50 # of force, 15-50 ft at 45" height	X	Occ	Wheelchairs, resident transfers, moving items	<1 min	5-10x/day	ENVIRONMENTAL FACTORS					
Reaching: above shoulder 55-72", out to 30" in front.	X	Rare	Get supplies, personal items for residents	NA.	15-30x/day	Time Spent:	Outside <input checked="" type="checkbox"/> : 15% with residents		Inside <input checked="" type="checkbox"/>	Comments	
Reaching: At or below shoulder to floor (# of inches)	X	Freq	Bathing, dressing residents, making beds	1-3 mins	21-50x/hr	Temperature:	Normal <input checked="" type="checkbox"/> Heat <input type="checkbox"/>		Temp Change <input checked="" type="checkbox"/> Cold <input type="checkbox"/>	Comments:	
Grasp/Power grip:	X	Freq	Bathing, dressing residents, making beds	~ 1 min.	21-50x/hr	Humidity:	Normal <input checked="" type="checkbox"/>		Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>	
Pinch:	X	Occ	Pick-up light items	<1 min.	Up to 20x/hour	Atmosphere:	Dust <input type="checkbox"/> Odor <input checked="" type="checkbox"/>		Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>	
Fine Manipulation/ Dexterity:	X	Occ	Dressing residents, writing	<1 min.	Up to 20x/hour	Hazards:	Mechanical <input type="checkbox"/>		Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>	
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/> Footwear <input type="checkbox"/>		Safety Glasses <input type="checkbox"/> Gloves <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/> Other:	
Bend	X	Freq	Bath, dress, transfer residents, adjust wheelchair	1-3 mins.	21x/hour	Sustained Vibration:	# of min		Intensity	Other:	
Kneel (may crouch instead)	X	Occ	Bathing, dressing residents	1-3 mins.	21x/hour	Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Crouch (may kneel instead)	X	Occ	Bathing, dressing residents	1-3 mins	21x/hour	Speaking	x	Const	Touch	x	Const
Climbing ladder/stairs	May use elevator	Rare	Getting to 2 <sup>nd</sup> floor office	<1 min.	2-3x/day	Hearing	x	Const	Taste		
Walking/Standing	X	Const	Moving about	<1 min.	40 mins/hr	Vision	x	Const	Smell		
Sitting, Sustained	X	Rare	Patient charting	1-3 mins	1x/day	Color Discrimination	x	Const	Balance	x	Occ
Upper Extremity:						PDC Level Comments: MEDIUM-Requires physical and work performance.					
Reaching to shoulder height (47")	X	Rare	Get personal items for residents	<1 min	10x/day	<b>Rogue Valley Manor</b> <b>JOB ANALYSIS-Physical Requirements</b> <b>CNA/Restorative Aide/CMA/Med. Aide/Caregiver</b> Pam Ames, PT, CEES License #3472 Date July 14, 2005					
Repetitive front to side arm movement	NA	NA	NA	NA	NA						
Awkward wrist motions	X	Rare	Stabilizing resident while reaching for wheelchair	<1 min	5x/day						
Impact to palm/hand	NA	NA	NA	NA	NA						