

**TRINITY TERRACE
JOB DESCRIPTION**

JOB TITLE: CERTIFIED NURSE AIDE-I
DIVISION/DEPARTMENT: HEALTH CARE CENTER
SUPERVISOR: DIRECTOR OF NURSING SERVICES
DATE: 1/9/07

BRIEF SUMMARY OF THE JOB

Responsible for providing routine daily nursing care to assigned residents in accordance with the established Trinity Terrace nursing procedures.

ESSENTIAL FUNCTIONS OF THE JOB

Participate in admitting and discharging residents to include, but not limited to:

Greet and escort residents to their room and introduce to HCC staff and roommate;
inventory and mark resident's personal possessions and store clothing;
assist residents in moving throughout the room and the HCC area.

Ensure compliance with all current rules, regulations and guidelines that govern long term care facilities.

Ensure work assignments are performed within acceptable nursing standards.

Be aware of the resident care plans and report all complaints and grievances made by residents.

Assure that appropriate, informative and descriptive information is communicated to shift nursing personnel to include, but not limited to:

Report all accident/incidents involving residents;
report unauthorized discharges in accordance with established department procedures;
report all discrepancies noted concerning established patient care.

Inform Staff Nurse two hours in advance when unable to report for a scheduled shift or when reporting late to work.

Create and maintain an atmosphere of warmth, personal interest as well as a calm environment throughout the unit and shift.

Request assigned residents nursing reports from LVN upon reporting for duty.

Assist residents with daily hygiene to include, but not limited to:

- Dental and mouth care;
- bath functions;
- dressing/undressing;
- hair and nail care;
- shave residents;
- bladder and bowel functions.

Record usage of ancillary/medical equipment for residents in order to ensure proper billing as per current system.

Assist with lifting, turning, moving, positioning and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts and other items.

Assist residents to walk with or without self-help devices as instructed.

Make beds, change bed linens and place extra covers on beds as requested.

Position bedfast residents in correct and comfortable position.

As required, perform assigned services to include, but not limited to:

- Obtain sputum, urine and other specimens;
- take and record TPR and blood pressure;
- prepare and give enemas;
- apply non-sterile warm/cold compresses;
- measure and weigh residents;
- care of the dying.

As assigned, perform special nursing care functions to include, but not limited to:

- Observe and report early signs of bedsores;
- indwelling catheter care;
- non-sterile vaginal irrigation;
- tepid sponge baths;
- back rubs;
- turn bedfast residents at least every two hours;
- reality orientation.

Assist residents in meals and food service to include, but not limited to:

Serve food trays and assist with feeding as needed;
prepare residents for meals and perform after meal care;
report changes in residents eating habits and record food/fluid intake.

Ensure that resident's rooms are clean, sanitary and safe.

Use restraints when necessary and in accordance with facilities policies and procedures.

Adhere to all aspects of the written Trinity Terrace Residents Rights Program.

Follow established post-mortem procedures.

Continuously follow company procedures to include, but not limited to:

- Risks and prevention of infectious disease;
- proper hand washing techniques;
- proper and safe use of work tools, equipment and other procedures;
- proper use of personal protective equipment;
- hazard communications program;
- universal precautions/bloodborne pathogens programs.

Adhere to all Local, State and Federal regulations, standards and guidelines applicable to Trinity Terrace; ensure that employees are knowledgeable of pertinent and current information.

Attend and participate in continuing education programs designed to keep you abreast of changes as well as to maintain your license on a current status.

Attend department, in-service and company meetings as scheduled.

As needed, communicate with residents in order to resolve problems/complaints in a timely and effective manner that facilitates a high level of resident care.

Be accountable to Director of Nursing Services for bottom line productivity and profitability.

Adhere to safe work practices as outlined by company Safety Manual/Program and company policy and procedures.

Interact with all employees to ensure that company goals are achieved and maintained.

Work independently with limited or little supervision; make independent decisions.

Inspect company property on a continuous basis for possible liability dangers and eliminate dangers or report problem to management.

Submit all required reports to supervisor on or before designated due dates.

Assist other employees in lifting and/or carrying unusually large or heavy objects up to 1-2 times each shift, in a manner that complies with company safety procedures

Perform the functions of the job in a competent, timely and effective manner that ensures maximum productivity and a high level of customer satisfaction.

Any additional functions that are assigned or determined by management to be an essential function of the job.

NON-ESSENTIAL FUNCTION OF THE JOB

Perform functions of other positions in other departments of the company as needed or assigned by management.

QUALIFICATIONS AND SKILLS REQUIRED FOR THE JOB

High School diploma or equivalent preferred

Possess a current, valid certification as a CNA in the State of Texas.

Entry-level CNA who is recently certified and has less than one year of clinical experience.

Possess and maintain CPR certification.

The ability to read, write and speak in the English language in an easily understood manner.

The ability to add, subtract, multiply and divide numbers.

Possess knowledge of nursing and medical practices and procedures as well as laws, regulations and guidelines that pertain to long-term facilities.

The ability to communicate effectively with residents and family members.

The ability to effectively organize, delegate and manage tasks and people.

The ability to make effective decisions that facilitate maximum productivity and a high quality of resident satisfaction.

The ability to coordinate and/or perform multiple functions simultaneously.

The ability to function effectively with constant interruptions.

The ability to accomplish tasks by established deadlines.

The ability to pass company pre-employment application process to include but not limited to background check and criminal check.

The ability to perform the functions of the job without posing a direct threat to the health or safety of the employees or residents.

PHYSICAL SKILLS OF THE JOB

The ability to be in motion each shift throughout the entire Health Care Center and facility.

The ability to walk up and down 3 - 5 flights of stairs as often as 10 times per shift.

The ability to be mobile approximately 80% of each shift and stationary approximately 20% of each shift.

The ability to assist elderly residents in and out of wheel chairs.

With assistance, the ability to lift, push and/or pull objects up to 150 feet that weigh up to 150 pounds as often as 4 - 6 times per shift.

Without assistance, the ability to lift, push and/or pull objects up to 150 feet that weigh up to 50 pounds as often as 10 - 15 times per shift.

Repetitively throughout each work shift, perform the following as needed:

Lift items weighing up to 50 pounds from floor to waist;
twist at waist, shoulder and neck up to 90 degrees;
kneel, bend and lift items above shoulder height;
squat for up to 15 minutes.

The ability to handle, direct, operate, carry and manipulate tools, controls and other objects needed to perform the essential functions of the job.

The ability to give, receive and understand information in a variety of formats; mainly written and verbal.

Sufficient mobility to perform the functions of the job within acceptable quality, quantity and time parameters.

Any other physical requirements needed to perform the functions of the job.

WORKING CONDITIONS

Work assigned hours and days, including weekends and overtime to ensure that goals are achieved.

Work in a stressful, deadline-oriented environment as much as 50% of each shift.

Work indoor and outdoors during each shift.

On a daily basis, work and interact with hostile or emotionally upset individuals.

Work and interact with elderly residents with diverse skills and backgrounds on a daily basis.

Work in an environment that may expose the employee to blood and body fluids, which can transmit bloodborne pathogens (AIDS and Hepatitis B Viruses).

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, residents, and visitors.

HIPAA REQUIREMENT

Moderate

DISCLAIMER

This job description is representative only and not exhaustive of the tasks that an employee may be required to perform. This document in no way constitutes an offer of employment or a contract of employment. Trinity Terrace reserves the right to modify job descriptions, policies or any other procedural documents at any time, for any reason, without prior notice.