

Johnson Memorial Health Services

Job Description

Position: Nursing Assistant Registered (NA/R)
Department: Long Term Care Nursing
Reports To: Director of Older Adult Services, Assistant Director of Nurses, Registered Nurse, Licensed Practical Nurse
Days/Hours: 4.5 to 8 hour shift (day, evening, or night) Work weekends & holidays as required by staffing needs.
Effective: June 2009
Reviewed: June 2010
Revised: March 2012

JOB SUMMARY

To provide compassionate, high quality personal cares to meet the individual needs of the residents.

ESSENTIAL FUNCTIONS

1) Standards of Behavior

A) Appearance

- * Follow JMHS dress code including wearing name tag.

B) Attitude

- * Treat every resident, family and visitor as our guest and greet everyone.

C) Respect

- * Treat residents, families, visitors and co-workers with respect, dignity, courtesy and confidentiality.

D) Communication

- * Listen attentively to guests, residents and co-workers and respond in courteous, caring manner.
- * Accept advice.

E) Ownership/Accountability

- * Be responsible to hold self and others accountable to JMHS Standards of Behavior.
- * Volunteer for activities above and beyond job description.

2) Quality Resident Care

- * Provide personal cares and baths to assigned residents in a competent and caring manner.
- * Answer lights promptly and meet resident's needs.
- * Maintain room order.
- * Take meal order, set up, supervise and feed residents according to individual needs.
- * Prepare and transport residents to appointments and scheduled activities.
- * Assist residents with bowel and bladder cares and maintain cleanliness.
- * Serve nourishments.
- * Maintain fresh water at resident's bedside and offer fluids as needed.
- * See that the residents are neat, clean, comfortably and appropriately clothed at all times.
- * Participate in restorative and rehabilitative efforts of the residents.
- * Assist in welcoming, orientating, and making each new resident and family comfortable.
- * Assist in obtaining urine and stool specimens as ordered.
- * Support the terminal resident to a dignified death and assist the family.
- * Participate as required in quality assurance (QA).

- * Do assigned duties.
- * Is alert to resident spiritual and emotional needs.
- * Follow resident care plan /care notes and suggest appropriate changes to the nurse.
- * Come prepared and on time and participate in initial and quarterly care conference.
- * Possess knowledge of policies and procedures and act accordingly.

3) Communication

- * Communicate new ideas or suggestions regarding resident's care.
- * Complete maintenance request forms as needed.
- * Give input for incident reports.
- * Read and update communication book.
- * Observe and inform charge nurse of any change in resident's condition.
- * Answer phone and relay messages.
- * Participate in report.
- * Meet with primary nurse to review and update care notes and care plan as scheduled.

4) Documentation

- * Record dietary intake and I & O.
- * Perform and document resident information (weights, elimination list, behavior, walks, nail care, hydration, and bowel and bladder).
- * Complete 7 day Care Notes and Activity Pain Checklists as scheduled.

5) Health & Safety

- * Follow infection control techniques to prevent the spread of infection.
- * Follow Safe Patient Handling Guidelines.
- * Respond appropriately to emergency situations.
- * Participate in daily employee exercise program.

6) Financial

- * Communicate need for supplies, equipment or facility to the appropriate person.

7) Personal & Professional Responsibility

- * Maintain job classification requirements.
- * Follow scheduling guidelines.
- * Be punctual.
- * Maintain good work attendance not to exceed 6 (six) occurrences of unplanned absences in a rolling 12 month period.
- * Return phone messages and fill in as needed to meet staffing needs.
- * Perform other duties as requested by the supervisor.
- * Complete required annual Health Care Academy lessons.
- * Attend pertinent workshops and share information.
- * Attend 80% of departmental, quarterly and other required meetings

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- * Ability to organize time and set priorities.
- * Able to read and write English.
- * Ability to record measurements.
- * Compassionate attitude.
- * Respect for residents personal belongings.
- * Patient and flexible.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- * Must be 16 years of age.

- * Complete a nursing assistant course or challenge and successfully pass the test.
- * Experience in LTC is preferred.
- * CPR certificate as required

SUPERVISORY RESPONSIBILITIES (if applicable):

- * None

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit		X							
Stand			X						
Walk						X			

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		
Squat			X		
Crawl		X			
Climb (Height 8 ft)	X				
Reach above shoulder level			X		
Crouch			X		
Kneel			X		
Balance			X		
Push/Pull (# of lbs. 50)			X		

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		
11-24 lbs.		X			
25-34 lbs.	X				
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands							

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	

Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?	X		Company car
Use of tools?		X	
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?		X	
Working alone?	X		
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?		X	
Weighing and /or measuring?	X		

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		
Outdoors		X	
At a desk or bench		X	
In a car or truck		X	
In an office		X	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?	X		
Noise?	X		
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO

Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.		X
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.		X
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____