

VISIONS AMERICA C.D.C. HEALTHCARE

POSITION: CERTIFIED NURSING ASSISTANT

REPORTS TO: DON/RN SUPERVISOR

POSITION SUMMARY:

Provides personal care services under the direction of the Registered Nurse (RN). The nursing assistant is assigned specific clients by the R. N. or additional professionals of such status level and performs needful services to clients in order to maintain their personal comfort.

QUALIFICATIONS:

- Successful completion of a formal certification training program and/or a written skills test and competency evaluation.
- Maintain a valid certificate in to practice in Maryland
- Minimum age requirement of eighteen years (18)
- Have obtained a minimum of one year work experience in a supervised setting
- Verify their capability to read, write and follow a written plan of care
- Demonstrate good interpersonal skills
- Proof of current drivers license / State Issue ID Card (signed)
- Provide a current CPR & 1st Aid Card signed by instructor
- Receive Hepatitis B Vaccine
- Obtained physical examination or medical statement within one year
- Proof of TB test, result or Chest X-Ray
- Criminal background check (CJIS Report)
- Copy of original signed Social Security Cards
- High school diploma or GED equivalent

DUTIES / RESPONSIBILITIES

1. Performs simple procedures as an extension of nursing care under the direction and supervision of the nurse.
 - Range of motion exercises
 - Assistance in ambulation or exercises

2. Performs personal care activities, including but not limited to:
 - Bathing
 - Shampooing
 - Skin care/nail care
 - Oral hygiene
 - Shaving
 - Dressing

CNA: DUTIES /RESPONSIBILITIES CONT.

3. Performs household services essential to health care at home, including but not limited to:
 - Meal preparation/feeding
 - Laundry
 - Light housekeeping
4. Assist in the administration of medications that are ordinarily self-administered under the direction and supervision of an R.N.
5. Reports any observed or changes in the client's condition and/or needs to the Registered Nurse.
6. Documents care provided to client and completes the forms required for the client's records. Nursing assistant completes the appropriate records to document care given and all relative observations.
7. Promotes personal safety and a safe environment for clients by observing infection control practices, following Agency guidelines, and reporting unsafe situations to the Supervisor/Case Manager.
8. Exhibits safe practice in the use of equipment. Does not use equipment until training / orientation have been provided in addition to notifying the supervisor of educational / physical needs.
9. Communicates effectively by way of observing, recording, reporting and interpersonal relations.
10. Maintains confidentiality in all areas of service.
11. Performs other related duties and responsibilities as deemed necessary in healthcare
12. Participates in monthly in-service trainings to stay abreast & knowledgeable of updates / changes in the healthcare arena, while maintaining compliance with DHMH requirements.

I have read and understand the above job description of the Certified Nursing Assistance.

Signed: _____

Date: ____ / ____ / ____