



POSITION DESCRIPTION

DEPARTMENT: NURSING

POSITION: CERTIFIED NURSES AIDE

PAYROLL: NON-EXEMPT

INTRODUCTION:

The purpose of this Position Description is to outline the summary of duties, reporting relationships, qualifications, experience, duties, responsibilities and working conditions for the position of Certified Nurses Aide, at Grover C. Dils Medical Center.

SUMMARY:

- A. Assists the professional nursing staff by performing certain duties in caring for patients admitted to the facility.

REPORTING RELATIONSHIPS:

- A. Reports to and is assigned duties and responsibilities by the Director of Nurses.

QUALIFICATIONS:

- A. High school graduate or GED diploma preferred, but not necessary.
- B. Completed 80 hour training program and state testing.
- C. Current registration with the Nevada State Board of Nurse Examiners.
- D. Finger and hand dexterity to handle delicate instruments and other equipment.
- E. Good physical and mental health.
- F. Willingness to work with the realization that errors may have serious consequences for patients.
- G. Patience and tact in dealing with ill patients and with relatives and friends of patients.
- H. Some initiative in judgment in recognizing symptoms indicative of patients adverse reactions to treatments or medications.
- I. Willingness to perform a variety of simple repetitious tasks, many of which involve unpleasant conditions.
- J. Rapidity and accuracy in preparing instruments and supplies for use within very limited periods of time.
- K. Knowledge of procedures and techniques involved in administering simple treatments and providing related bedside patient care service.
- L. Familiarity with location.
- M. Use of upper and lower extremities.
- N. Reading and vocabulary abilities.

- O. Maturity and good character.
- P. Ability to concentrate on details.
- Q. Dependability.

EXPERIENCE:

- A. Previous experience preferred, but not essential. Workers receive on-the-job training under close supervision.

DUTIES AND RESPONSIBILITIES:

- A. Handles and serves patients in a manner conducive to their safety and comfort.
- B. Adheres to instructions issued by Registered Nurses, Licensed Practical Nurses, and to establish hospital routines.
- C. Performs duties in accordance with established methods and techniques and in conformance with recognized standards.
- D. Provides maximum patient services within limits defined by delegated tasks.
- E. Performs various patient care services within scope of practice.
- F. Assists patients in dressing, bathing, and tending to personal needs such as feeding, cleaning teeth, etc.
- G. Takes and records temperature, pulse, and respiration.
- H. Drapes female patients for examination.
- I. Passes and empties bed pans and urinals and collects specimens.
- J. Answers signal lights or bell and delivers messages.
- K. Assists patients in walking and/or transporting by means of a wheelchair or stretcher.
- L. Performs related duties such as cleaning rooms, equipment, closets, medicine cabinets.
- M. Receives and escorts visitors.
- N. Makes regular rounds at night to check patients.
- O. Lifts patients with adequate help of lifter or with help of others.
- P. Assists patients with prescribed exercise as ordered or requested.
- Q. Does routine preparation for procedures when assigned.
- R. Complies with all Federal and State regulations.
- R. Adheres to dress code of the facility or the department, with regard to infection control.
- S. Performs other reasonably related duties as assigned by immediate supervisor and other management, as required.

WORKING CONDITIONS:

WORK POSTURE REQUIREMENTS:	N/A	RARELY	OCCASIONALLY	FREQUENT	CONSTANT
SITTING				X	
STANDING				X	
WALKING				X	
DRIVING	X				
BENDING/WAIST				X	
CROUCHING/SQUATTING		X			
KNEELING			X		
CRAWLING		X			
CLIMBING			X		
TWISTING				X	

REACHING				X	
BALANCING				X	
THROWING		X			
DEXTERITY REQUIREMENTS:				YES	NO
FINGERING (Picking, Fine Movements)				X	
HANDLING (Holding, Grasping)				X	
WRIST MOTION (Repetition, Flexing, Rotation)				X	
FEET (Foot Pedals)				X	
CARRYING REQUIREMENTS:			LIFTING REQUIREMENTS:		
Items Carried: Multiple			Items Lifted: Patients, Multiple Items		
Distance: 10-200 feet			Average Wt.: Variable, <10 pounds		
Times/Day: Multiple			Maximum Wt.: Variable, 25 pounds		
How Carried: By arms close to body			Times/Day: Multiple		
Average Wt.: <10 pounds			Lifting Levels, Floor, Knee, Waist, Chest, Overhead		
Maximum Wt.: 25 pounds					
Items Carried on Person: Pens, Personal Items					
PUSH/PULL REQUIREMENTS:			ENVIRONMENTAL CONDITIONS:		
Items Pushed: Wheelchairs, gurneys, laundry bins, linen carts Times/Day: Multiple Items Pulled: Wheelchairs, gurneys Times/Day: Multiple			Inside Cramped quarters Moving objects and/or patients Electrical hazard working with electrical equipment Exposure to infectious diseases Works with others and alone		

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Is there anything that would keep you from meeting the position duties/requirements as outlined above? Yes_____ No_____

If "Yes", please explain: _____

I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE