**POSITION TITLE:** CNA – PA

**DEPARTMENT:** NURSING

**REPORTS TO:** Charge Nurse

**FLSA Status:** Non-exempt

**POSITION SUMMARY:**

Provide each assigned resident with routine daily nursing care and services in accordance with the resident’s plan of care, and as directed by Licensed Nurses. Report all changes in resident condition to the supervising Charge Nurse immediately.

**Essential Duties and Responsibilities:**

* Prepares to perform resident care at beginning of shift by: listening to report, making rounds with the prior shift and reviews direct staff plan of care every scheduled shift.
1. Provide assistance with activities of daily living (bed mobility, transfer, walking, locomotion, dressing, eating, toilet use, personal hygiene, bathing) in accordance with the plan of care.
2. Provide care of resident and unit equipment, bed-making and care of personal belongings (clothing, dentures, eyeglasses, hearing aids, prostheses).
3. Measure and record food and fluid intake into the EMR (electronic medical record).
4. Provide nursing care treatments including ostomy care, turning and positioning, routine skin care, range of motion, care of the dying resident, and postmortem care.
5. Report all changes in the resident’s condition and signs and symptoms of illness to the Charge Nurse immediately.
6. Report all incidences of potential abuse, neglect, and mistreatment to the Charge Nurse.
7. Report all accidents and incidents to Charge Nurse immediately.
8. Perform all assigned tasks in accordance with established policies and procedures, and as instructed by Licensed Nurses.
9. Communicate effectively with residents, families and co-workers.
10. Understand and follow all HIPAA Guidelines.

**FUNCTIONS:**

1. Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with established policies and procedures.
2. Ensure confidentiality of protected health information in accordance with established policies and procedures.
3. Respect resident confidentiality, privacy, and dignity in accordance with resident’s rights.
4. Follow all personnel policies as outlined in Employee Handbook and Nursing Services section of the Policy and Procedure Manual.
5. Attend at least 12 hours of in-service education (including all mandatory in-services) annually.
6. Other duties as assigned in accordance with the policies/procedures, rules, regulations and guidelines.

**REQUIREMENTS:**

1. A current, unencumbered, active PA State CNA; or
* The certification status has been validated with the PA Nurse Aide Registry and the printed verification from the Registry is filed in the CNA’s employee file.
* There are no findings or convictions of resident abuse, mistreatment, neglect or misappropriation of resident property listed on the Registry
* Ability to read, write, speak, and understand the English language
* Adequate problem-solving, organizational, and interpersonal skills
* Awareness of environmental safety
* Ability to work as part of a team
1. Must demonstrate competency in skills and techniques necessary to care for residents’ needs as identified through resident assessments, and as described in the plan of care
2. Subject to call-back during emergency conditions, i.e. severe weather, evacuation, disaster, etc.

**Computer Skills:**

EMR/Kiosks and related programs in the Nursing dept.

**SUPERVISION:**

1. Received: Direct from Charge Nurse

Indirect from Unit Manager / Shift nursing Supervisor, Assistant Director of Nursing, and Director of Nursing Services

**PHYSICAL REQUIREMENTS:**

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.

Functions independently throughout the workday; may push supplies on carts weighing up to 150 pounds as required; occasionally bends, stoops, kneels, lifts, climbs stairs, reaches above or below shoulder height and carries supplies and equipment weighing approximately 25 pounds; lifting of up to 50 pounds; 100% of the day is spent indoors, approximately 50% walking, 40% standing and 10% sitting. Communicates orally and in writing with residents, families, co-workers and the public.

Acknowledgement: I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_