



**JOB DESCRIPTION**  
**CERTIFIED NURSE ASSISTANT (CNA)**

**I. QUALIFICATIONS UPON HIRE:**

- A. Hold a current Certified Nurse Assistant Certificate, with at least one year experience
- B. Hold a current Basic Cardiac Life Support Provider card issued by the American Heart Association.
- C. Successfully pass an entry examination with a score of 80%.

**II. PATIENT CARE RESPONSIBILITIES:**

- A. Assist patient with admitting procedure
- B. Set up room for admission and transfers in.
- C. Orient patient to environment and routine of unit.
- D. Take & record patient's vital signs, weight & height.
- E. Care for patient's personal property, label and store personal items.
- F. Label door, (urinals, bedpans, measuring devices and water pitcher) when there is more than one patient in the room.
- G. Report observations and pertinent information to assigned RN.

**III. ASSIST PATIENT DURING TRANSFER PROCEDURE:**

- A. Prepare patient's belongings and assist with transfer of personal items and equipment.
- B. Accompany patient during transport as needed.
- C. Replace bed and bedside tables as needed.

**IV. ASSIST PATIENT WITH DISCHARGE PROCEDURE:**

- A. Assist patient with collecting all belongings.
- B. Participate in discharge plans as directed.
- C. Accompany patient to transportation if requested.
- D. Dispense prepared patient/family educational materials (under the direction of licensed personnel).

**V. PROVIDE FOR PATIENT'S PERSONAL HYGIENE:**

- A. Provide A.M. and P.M. care on a routine basis.
- B. Provide back care including massage.
- C. Provide oral hygiene and denture care.
- D. Provide hair care and shampoo.
- E. Provide nail care on hands and feet.
- F. Provide Foley catheter care.
- G. Assist with shaving of male patients.
- H. Check patient's ID band daily.
- I. Report patient observations and pertinent information to assigned staff nurse.
- J. Report immediately, problems or changes in patient's condition.

**VI. ASSIST WITH PATIENT'S EXCRETORY NEEDS:**

- A. Assist ambulatory patients to bathroom; assists with bedpans, urinals and commodes.
- B. Assist with application of external catheters as needed.
- C. Report problems with drainage tubes.
- D. Provide incontinent care according to unit protocol.
- E. Measure and record output on appropriate form.
- F. Empty drainage bags (Foley, Jackson-Pratt, Hemovac, NV).
- G. Perform Harris Flush.

**VII. ASSIST PATIENTS WITH MEALS AND NOURISHMENT:**

- A. Assist patient at mealtime.
- B. Pick up nourishment from a central location and deliver to the patient.
- C. Observe aspiration precautions for all patients assessed at risk.
- D. Record nutritional intake on appropriate records.
- E. Assist with completing menu and place in designated area.
- F. Fill water pitcher and label when more than one patient is the room.
- G. Collect trays as needed.

**VIII. SAFETY MEASURES:**

**A. ASSIST IN PROVIDING FOR PATIENT SAFETY AND COMFORT MEASURES.**

- 1. Follow universal precautions for all patients.
- 2. Prepare for and maintain isolation as per Isolation Policy.
- 3. Provide sheepskin, special mattresses and other pressure devices as directed.
- 4. Apply soft restraint, posey vest (without shoulder straps) and postural restraints.
- 5. Maintain individual patient safety, e.g., side rails up, brakes locked.
- 6. Respond appropriately to emergency situations, fire disaster, all codes.
- 7. Assist in prevention of fire hazards and falls due to wet floors, spills, and report to appropriate department.

**B. MAINTAIN A CLEAN AND ORDERLY PATIENT ENVIRONMENT:**

- 1. Change bed linen on a routine basis.
- 2. Assist in tidying patient's room and personal effects.
- 3. Maintain cleanliness of patient's special equipment.
- 4. Remove unused equipment and/or supplies from room and place in designated area for pick-up or storage. Check, change and date plastic ware (per unit protocol).
- 5. Routinely check patient's environment:
  - a. Call bell, light and room clock accessible and functioning.
  - b. Report any malfunctions to maintenance department and notify charge nurse.

**C. ASSIST IN MAINTAINING UNIT ENVIRONMENT:**

- 1. Keep corridors uncluttered.
- 2. Remove or arrange for removal of unnecessary equipment.
- 3. Prepare linen carts for AM and PM care as needed.
- 4. Maintain neatness of linen rooms as needed.
- 5. Empty linen hampers as appropriate and keep all linen off the floor.

**D. SELECT PROCEDURES:**

1. Perform and record vital patient information.
  - a. Weigh and measure patient.
  - b. Take and record vital signs, temperature, pulse, respiration and blood pressure.
  - c. Report information to assigned staff nurse.
  - d. Report changes in VS during blood product infusion (after first 5 minutes).
2. Collect select specimens.
  - a. Collect urine; single, 24 hour and others as directed.
  - b. Collect stool specimens.
  - c. Collect sputum specimens.
  - d. Record specimens collected on patient records.
  - e. Inform assigned staff nurse of collection and/or results of tests performed.
3. Assist with pre-operative and post-operative procedures as directed.
  - a. Provide pre-op scrubs and preps as directed.
  - b. Assist in removing or taping of jewelry, removal of dentures or other articles (wigs, glasses, etc.).
  - c. Prepare beds for post-operative/procedural patients.
  - d. Assist patient as directed in encouraging coughing, deep breathing and position changes.
  - e. Monitor and record post-op/procedural vital signs, intake and output.
  - f. Report findings to assigned staff nurse.
4. Assist in the application and removal of anti-embolic stockings as directed
5. Assist patients with activity and mobility.
  - a. Assist patients to change position, dangle and ambulate.
  - b. Assist patients in and out of bed.
  - c. Assist patients within passive range of motion.
6. Assist health care providers and patient during examination and procedures: preparing and cleaning of room and equipment post-examinations and procedures.
7. Assist with observation of special equipment, tubes or drains.
  - a. Assist with observation of tubes and drains: foley, wound, chest, or gastrointestinal.
  - b. Observe IV bottle/bag emptying.
  - c. Report observations and problems to assigned staff nurse.
  - d. Report to assigned staff nurse, equipment alarms or malfunctioning equipment.
  - e. Assist with dressing changes and wound care.
  - f. Perform non-sterile, clean dressing changes.
8. Assist with emergency care of the patient.
  - a. Maintain Heart Save certification employment.
  - b. Recognized signs and symptoms of cardiac and respiratory arrest.
  - c. Initiate one person resuscitation procedure.
  - d. Respond to emergency bell and participate as directed in emergency situations.
9. Provide seizure precautions as directed.
10. Provide private duty as assigned.
11. Assist with Post-mortem care
12. Assist with care and labeling of body according to policy.
13. Assist with packing, labeling and transferring of belongings.
14. Assist with care of prosthetics and orthotic support devices as directed.
15. Measure and record all intake and output: oral, urine, stools, emesis, and drainage secretions.

**E. ASSISTANCE WITH CLERICAL DUTIES:**

1. Answer telephones.
2. Assist with photocopying.
3. Greet and direct visitors and others
4. Call and page physicians or others as directed by RN.
5. Assist with clerical duties as directed.
6. Replenish paper supplies.
7. Prepare admitting charts.
8. File.

**F. PRIVATE DUTY PROCEDURES:**

1. Report observations and problems to assigned health care provider representative.
2. Maintain a clean environment in patient room.
3. Help in preparing meals.
4. Assist in feeding patient.
5. Perform light household duties limited to patient room area
6. Clean bathroom and sanitize commode, bedpan.
7. Give patient sponge bath routinely.

**GENERAL EXPECTATIONS:**

- Give proper hygiene, use appropriate communication skills and make pertinent referrals.
- Make basic patient assessment noting basic changes in patient condition.
- Record accurate intake and output with a basic understanding of its significance.
- Function under the guidelines issued by the institution.
- Be prompt with proper and clean attire at all times.
- Wear an identification pin at all times.
- Maintain an attitude of caring and goodwill.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

I have read and understood the above job description and have been given a copy of this information to refer to as needed.