



Sub-Acute Saratoga Children's Hospital
Certified Nurse's Aide (CNA)
Job Description

Position, Purpose, and Summary

- The primary purpose of the position is to provide patients with daily nursing care in accordance with state and facility established nursing procedures, and as may be directed the Supervisor.

Job Functions

- Every effort has been made to make job descriptions as complete as possible. However, this in no way implies that these are the only duties you will be required to perform. The omission of specific duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Qualifications

- Must possess as a minimum High School Diploma or equivalency.
- Must be a Licensed CNA in accordance with laws of this state and ideally have one year of experience.

Working Conditions

- Works throughout the nursing service area.
- Sits, stands, bends, lifts, moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family member, personnel and visitors.
- Communicates with nursing personnel and other department personnel.
- May be requested to work beyond normal working hours.
- Attends and participates in continuing education programs (24 hours of Cont. Ed. Per year).
- Is subject to potential falls, burns from equipment, orders, etc., throughout the day.
- Is subject to potential exposures to infectious waste, diseases, conditions, etc., including TB, AIDS, Hepatitis B viruses.
- Fulfills other duties associates with nursing department when necessary.

Requirements

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such actions.

- Must be able to deal tactfully with personnel, patients, family members and various other visitors to facility.
- Must be able to work harmoniously with professional and non-professional staff.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must be flexible and willing to incorporate new methods into existing nursing practices.
- Must be able to recognize and pass on information concerning patients conditions or change in condition to nurses or supervisor.
- Must not pose a direct threat to the health and safety of other individuals in the workplace.
- Must maintain current BCLS.

Physical and Sensory Requirements

- Be able to move intermittently throughout the workday.
- Be able to cope with mental and emotional stress of the position.
- Be in good health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled children, emotionally upset and at times hostile people within the facility.
- Must be able to lift, push, pull and move a minimum of 50 lbs.
- Must be able to assist in evacuation of residents during emergency situation.
- Perform tasks listed above with or without the aid of mechanical devices.

Basic Responsibilities and Duties

I. GENERAL (Patient-Specific)

- Check daily assignments at the beginning of each shift.
- Complete Vital Signs within 1st hour of each shift and record them on nursing documentation. Make your nurse aware of any significant changes in patient condition.
- Check Rehab, school, and activity schedule for patients and plan day accordingly.
- Give bed baths and/or showers as scheduled, which should include attention to teeth, hair, nails and ears.
- Assist with passing trays and setting up or feeding patients as appropriate.
- Have patients up and ready for meals as appropriate.
- Change bed linens as needed.
- Reposition every 2 hours those patients who are unable to turn or reposition themselves using proper body alignment to prevent deformity and contractures.
- Record accurate I&O's on all patients; to include percentage of meals taken.
- Make available to nurses one hour prior to end of shift tabulations of I&O's and percentages of meals taken.
- One hour prior to end of shift, chart on ADL sheets.
- Make sure to communicate with nurse regarding any questions or concerns pertaining to patients and their care.
- At 6am, 2pm and 10pm, make sure patients have fresh water as appropriate.
- Assist with Activity program as assigned.

II. ROOM NEATNESS

- Wipe off over bed tables and bedside tables.
- All personal items put together and put away (basin in center bedside cabinet) medicated creams and ointments returned to licensed personnel.
- No extra linen stockpiled on beds or furniture.
- Wheelchairs in wheelchair building with their foot pedals on the wheelchair.
- Wipe off all equipment and IV poles.
- Vanderlift sling, urinals and graduates to go in bathroom racks and labeled.

III. EXTRA ASSIGNMENTS

- Dining Room.
- Check periodically throughout day. Keep floor clean and table tops neat and clean.
- Shower Rooms.
- Check periodically throughout day. Nothing to be on the floor. Make sure shower is turned off.
- Break Room.
- Check periodically. Clean off tables and pickup anything on the floor.
- Halls 2, 3 & 4.
- All supplies on one side of hall and linen carts covered. No wheelchairs in hallways.

IV. MISCELLANEOUS

- Emergency preparedness in your patient rooms. Be sure that you know where a flashlight is located at the beginning of your shift.
- Neat wheelchair placement in wheelchair building.
- Break coverage.
- Only one person from each hallway may be on break at any given time and you need someone who is assigned to your hallway to relieve you.
- Notify nurse when you leave for a break and when you return and who is responsible for the care of your patients.
- When a patient is transferred or discharged, it is your responsibility to clean the room.
- Complete belonging sheet and have family sign on admission and when family brings additional items to facility.
- Return unopened supplies to Central Supplies for credit and discard loose miscellaneous supplies.
- Record I&O's and percentage of meals taken.
- Fire safety preparedness.
- All beds and privacy curtains must be away from doors.
- Evening and night shifts make sure all doors are locked.
- C.N.A.'s need to report any changes in vital signs or things they feel are unusual to nurse immediately.
- Need to double check all suction canisters after emptying to make sure they function.
- When admitting a patient make sure they are aware of hospital laundry usage and call light usage. Always introduce self. Be sure to complete clothing list and have patient or family to sign.
- B&B Documentation every two hours success or failure of each attempt.
- Weight and height on admission.
- Assist Licensed personnel when requested or needed.

Contact Information:

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