



## **JOB DESCRIPTION #104**

**TITLE:** Certified Nursing Assistant

**FUNCTIONAL TITLE:** C.N.A.

**JOB CATEGORY:** Nursing

**REPORTS TO:** Clinical Leader/ Nursing Supervisor

**BASIC FUNCTIONS:** The C.N.A. is a key person responsible for delivering direct care to and providing a therapeutic environment for the residents under the supervision of the Licensed Nursing Staff. Deliver direct care to residents of Seven Hills at Groton in accordance with established Seven Hills at Groton routines, methods and techniques.

**QUALIFICATIONS:** Active certification as a C.N.A. in Massachusetts required. Obtain 12 hours of Continuing Education annually, which includes attendance at mandatory yearly updates (Infection Control, Fire Safety, Resident's Rights, Sexual Harassment, and Hazard Communication) and CPR.

**SCHEDULE:** As determined by Director of Nursing upon hiring.

### **RESPONSIBILITIES AND OBJECTIVES:**

- Adhere to instructions issued by the Clinical Leader/Licensed Nursing Staff and perform duties in accordance with established Seven Hills at Groton routines, methods and techniques, and in compliance with the recognized policies, procedures, standards and practices and within the State Regulatory Acts.
- Follows Standard Precautions and OSHA Guidelines. Follows specific precautions (i.e. MRSA, contact, respiratory) as necessary.
- Maintain an organized, neat, well-stocked resident unit.
- Prepare and maintain a record of observations and care given. Documents information clearly and completely utilizing correct forms and in a timely manner.
- Assist with admissions to the unit. Orient family members/responsible parties to the unit; provide hospitality to residents' families/responsible parties.
- Maintain a safe, secure, comfortable environment for every resident.
- Participate in and receive report daily at start of shift. Plan and organize work assignment; prioritize the specific needs of residents.

- Support nursing staff in a calm, efficient manner during acute, emergency situations.
- Bathe residents by multiple methods: tub/whirlpool, shower, bed bath and perineal care. Follow prescribed bathing protocols.
- Dress and groom (brush hair, shave, oral hygiene, etc.) residents.
- Provide nail care.
- Make occupied and unoccupied beds.
- Measure and report vital signs: temperature, pulse, respirations and blood pressure.
- Weigh residents monthly as ordered and record.
- Measure and record intake and output.
- Provide care that minimizes the risk of skin breakdown by being attentive to the resident's hygiene, proper positioning and injury prevention. Observe and report the presence of skin breakdown to nursing staff.
- Properly and safely lift, move, transfer and position residents in bed, wheelchairs and while using other equipment.
- Provide ROM exercises.
- Perform chest physical therapy as ordered by MD. Monitor residents closely per Seven Hills at Groton policies and procedures.
- Safely feed residents as ordered, following prescribed feeding protocols. Record resident's intake and report any changes.
- Provide adequate care to ill/injured residents under the direction of the nursing staff.
- Provide care as detailed in interdisciplinary care plan and Kardex. Demonstrate awareness of orders regarding resident's diet, allergies and activities.
- Apply adaptive devices and restraints as ordered. Monitor residents closely per Seven Hills at Groton policies and procedures.
- Accurately observe, recognize changes and report to nursing staff in a timely fashion. Communicate any changes from norm, or "unusual" observations to the nurse in a timely fashion. Report accidents, with or without injury, promptly to immediate supervisor.
- Assist with post-mortem care as directed by nursing staff.

- Accompany residents on appointments out of facility as directed by clinical leader/supervisor. Function as an advocate for resident with providers. Communicate back to facility following appointment.
- Transport residents in wheelchairs throughout building and on grounds.
- Share knowledge with others. Act as a role model and mentor to new staff. Assist with orientation of new certified nursing assistants as directed by DON/Supervisor, as directed. Work to make new employees feel a part of the Seven Hills at Groton team.
- Complete all assigned tasks.
- Comply with policies, procedures and specific protocols for resident lifts and transfers as designated by the care plan. Willingly seek help and assist others in lifting activities.
- Keep room and corridors free of clutter and spills.
- Utilize safety precautions as required for individual residents: i.e. seat belts, trays, side rails, etc.
- Use equipment in a safe manner.
- Correct unsafe conditions as appropriate. Report all unsafe conditions to immediate supervisor.
- Understand scope of practice of C.N.A. role and perform within parameters of job description.
- Understand nurse's aide's role in Fire and Disaster Procedures.
- Use appropriate work place behavior and adhere to dress code at all times.
- Demonstrate understanding of boundaries when caring for residents and their families. Interact with residents, families and visitors in a warm, caring and courteous manner.
- Accept constructive criticism from immediate supervisors and take corrective action.
- Demonstrate respectful relationships with supervisors, co-workers and interdepartmental staff.
- Cooperate with other staff members to ensure maximum resident care and completeness of assignments. Assist peers with job tasks; offer to help peers as time permits. Work with others as a team to assure residents are out of bed, routine care is being provided and positioning is routinely being done. Bring patient care issues to the attention of the nurse.
- Participate in Clinical Quality Improvement activities as relevant to role.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- Maintain a good record of attendance and punctuality.
- Can be relied upon to complete all routine tasks assigned in accordance with policies and procedures.
- Demonstrate flexibility with resident assignment and scheduling changes.
- Use work time efficiently. Respects break and/or mealtime guidelines and telephone privileges.
- Provide required advance notice for the purpose of schedule requests or when calling in sick.
- Comply with scheduling guidelines.
- Demonstrates appropriate personal hygiene.
- Preserve resident's dignity when providing care.
- Adhere strictly to resident confidentiality policies.
- Provide residents with age appropriate stimulation and diversional activities based on individual strengths and needs.
- Show respect for resident's personal property.
- Provide a supportive, protective environment for residents.
- Demonstrate compliance with all resident rights; possess knowledge of Abuse Prevention policies and procedures.
- Provide care in a kind, compassionate manner.
- Support and provide opportunities for socialization of residents and active participation in daily activities at the level to which a resident is capable.

**PHYSICAL REQUIREMENTS:** Work requires regular lifting on an average of 40 pounds on average of 25 times in an eight hour period with assigned residents and up to 45 times per shift when assisting others.

1 person lift: resident weighs up to 40 pounds

2 person lift: resident weighs over 40 pounds

Walking an average of 8 miles per 8 hour shift. Sitting on average of 1 hour during documentation of care provided. Work requires frequent crouching, stooping, bending and climbing stairs. Perform a variety of simple, repetitive tasks; many involve unpleasant conditions and contagious disease. Work requires frequent reaching and pulling; for example, when turning and repositioning residents in bed every two hours. Work also requires pushing; for example, transporting residents in wheel chairs. Must be able to speak and write the English language in an understandable manner. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met. Must be able to cope with emotional stresses of the position. Ability to deal with death and stress of resident's illnesses. Must be able to move about sufficiently to respond to life threatening emergencies including performing CPR and assisting with the evacuation of residents during emergency situations.

**STATUS:** Non-exempt

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Rev: 01/07