

OROVILLE HOSPITAL

JOB DESCRIPTION

 Oroville Hospital	<b>Job Description for Nurse Assistant</b>	Department:	<b>Med-Surg</b>
		Dept.#:	<b>6171, 6172</b>
		Last Updated:	<b>7/24/08</b>

**TITLE:** NURSE ASSISTANT

**DEPARTMENT:** MEDICAL/SURGICAL SERVICES

**REPORTS TO:** NURSE MANAGER

**I. POSITION FUNCTION**

Participates as part of the team of nursing staff delivering basic nursing care to patients of all ages, pediatric to geriatric.

**II. REQUIREMENTS**

A. Current Certified Nurse Aide Certification or enrolled in an approved Nursing Program for a minimum of 1 year and able to furnish transcript.

B. Current CPR certification required.

C. Previous NA experience in acute care preferred.

**III. LIFTING REQUIREMENTS**

A. Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds.

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STANDARDS OF PERFORMANCE

POSITION TITLE: NA in the Medical/Surgical unit

RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p><u>A. DEMONSTRATES RESPONSIBILITY IN THE CNA ROLE</u></p>	<ol style="list-style-type: none"> <li>1. Complies with personnel policies.</li> <li>2. Takes action based on constructive performance evaluations and feedback.</li> <li>3. Takes responsibility for helping to meet own learning needs.</li> <li>4. Maintains confidentiality when interacting with patients, families, personnel, and the public.</li> <li>6. Responsible for maintaining current licenses/certificates on file.               <ol style="list-style-type: none"> <li>a. CPR</li> <li>b. Completed skills list.</li> </ol> </li> <li>7. Completes assignments, prior to end of shift.</li> <li>8. Attends 75% of scheduled staff meetings.</li> </ol>
<p><u>B. CONDUCTS AN ONGOING OBSERVATION DESIGNED TO GATHER DATA ON PATIENTS OF ALL AGES PEDIATRIC TO GERIATRIC</u></p>	<ol style="list-style-type: none"> <li>1. Accurate observation recording and reporting of vital signs.</li> <li>2. Accurate recording and reporting of I/O.</li> <li>3. Accurate recording and reporting of weights.</li> <li>4. Accurate recognition of a patient in acute distress and reporting of condition</li> </ol>
<p><u>C. IN COLLABORATION WITH THE RN AND PATIENT FAMILIES, ASSISTS IN IMPLEMENTING A PLAN OF CARE</u></p>	<ol style="list-style-type: none"> <li>1. Identifies and reports problems based on patient observations.</li> </ol>
<p><u>D. EVALUATES THE OUTCOME OF NURSING CARE</u></p>	<ol style="list-style-type: none"> <li>1. Evaluates patient's response to interventions and reports to charge nurse.</li> </ol>
<p><u>E. ORGANIZES NURSING CARE FOR A GROUP OF PATIENTS</u></p>	<ol style="list-style-type: none"> <li>1. Establishes priorities for patient care activities.</li> <li>2. Provides basic nursing care for patients under supervision of licensed nurse.</li> </ol>

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STANDARDS OF PERFORMANCE

POSITION TITLE: CNA in the Medical/Surgical unit

RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p><u>F. COMMUNICATES RELEVANT PATIENT INFORMATION</u></p>	<ol style="list-style-type: none"> <li>1. Reports changes in patient's status, to the charge nurse and staff caring for patient.</li> <li>2. Documents nursing care consistent with hospital charting standards.</li> <li>3. Orients patients and family to unit environment.</li> <li>4. Relates unit policy regarding visitors to family and friends.</li> <li>5. Gives accurate report to team leader.</li> <li>6. Reports extraordinary patient problems to Supervisor, or Administrator as necessary.</li> <li>7. Follows chain of command to resolve patient or employee problems.</li> </ol>
<p><u>G. POLICIES AND PROCEDURES</u></p>	<ol style="list-style-type: none"> <li>1. Complies with hospital policies procedures for selected precautions i.e. seizure, suicide.</li> <li>2. Assist in preparing patient for operating room.</li> <li>3. Uses principles of body mechanics in mobilizing patient or object.               <ol style="list-style-type: none"> <li>a. Asks for help when lifting heavy patients</li> </ol> </li> <li>4. Complies with unit policies for immobilization and restraints.</li> <li>5. Complies unit policies for electrical safety.</li> <li>6. Incorporates infection control principles in practice.</li> <li>7. Demonstrates skills related to the management of emergency situations.</li> <li>8. Complies with unit policy for cardio-pulmonary arrest.</li> <li>9. Demonstrates how to place STAT and Code 99 calls.</li> <li>10. States hospital DNR/DNI policy.</li> <li>11. Complies with policy regarding risk management.</li> <li>12. Assists with PI studies.               <ol style="list-style-type: none"> <li>a. Makes suggestions for studies</li> <li>b. Responds to corrective plans</li> </ol> </li> <li>13. Familiar with Med/Surg policy and procedure manual.</li> <li>14. Practices within scope of NA.</li> </ol>