



CERTIFIED NURSING ASSISTANT JOB DESCRIPTION

EDUCATION:

High School graduate or equivalent. Training as a Nurse Aide as required by State Regulations with a certificate of completion and a NC Listing on the Health Care Personnel Registry. Current CPR Certification and valid NC Driver's License.

EXPERIENCE:

One year of previous experience in home care desired. Experience which demonstrates maturity, reliability, and ability to function independently under supervision of a Registered Nurse. Ability to competently demonstrate Aide skills.

ACCOUNTABILITY:

The In-Home Aide – Certified reports to the Patient Care Coordinator and the Registered Nurse Supervisor.

FUNCTIONS:

The In-Home Aide – Certified functions as a team member of First Choice Home Care, Inc. This individual provides competent, confidential, quality care and assistance with activities of daily living (ADLs), personal care, and other home-based services to clients living in their own homes according to NC State regulations, and follows a written plan of care prepared by a Registered Nurse, and documents the care provided appropriately.

Responsibilities include but are not limited to the following:

1. Conducts self in an appropriate manner according to the agency code of ethics.
2. Understands Patients' Rights and Responsibilities.
3. Knowledge of Child/Adult Abuse and Neglect, and procedure for reporting.
4. Knowledge of and compliance with Agency Policies and Procedures.
5. Complies with agency dress code, projecting a positive image of FCHC, Inc. in the community.
6. Follows Universal Precautions, Infection Control procedures, and HIPAA laws.
7. Explains procedures to client and encourages client in self-help as appropriate.
8. Identifies physical, emotional, and developmental patient needs or changes, and informs nurse and/or supervisor.
9. Follows the plan of care, providing assistance with ADLs including all aspects of mobility, bathing, dressing, eating, toileting and other personal care tasks.
10. Provides for the patient's privacy and confidentiality.
11. Uses proper body mechanics for the safety of the client as well as prevention of injury to self.
12. Performs Range of Motion (ROM) exercises as indicated.

**CERTIFIED NURSING ASSISTANT
JOB DESCRIPTION (continued)**

13. Measures and records intake and output.
14. Takes and records TPR and BP.
15. Prepares simple meals following dietary instructions.
16. Informs supervisor promptly of any unexpected or unusual changes in the patient's condition, behavior, environment, or family situation.
17. Safeguards equipment and supplies, and client's personal property.
18. Uses specialized equipment only after demonstrating competency.
16. Maintains clean and safe environment by competently performing housekeeping tasks.
17. Demonstrates courteous, cooperative, respectful behavior.
19. Documents all pertinent information appropriately.
20. Does not administer but assists client with medications.
21. Knows and carries out emergency procedures.
22. Responsible for performing tasks that are within the scope of his/her educational preparation and knowledge, permitted by the policies and procedures of the agency and federal, state and local laws and regulations.
23. The Nurse Aide may not perform any duties or procedures which require the skill or education of a licensed nurse.
22. Completes minimum of 12 hours continuing education per year.
24. May perform CNA I x 4 skills for a client only after receiving thorough instruction by a nurse and demonstrating competency to a nurse. Those 4 CNA skills are determined by the Agency with authorization from the Board of Nursing.

OTHER QUALIFICATIONS:

1. Able to stand, bend, stoop, squat, kneel and reach freely.
2. Able to freely lift up to a maximum of 50 pounds.
3. Able to assist client with standing, walking, sitting, and turning in bed.
4. Able to read and interpret instructions related to the care of the client.
5. Able to assess the patient using the 5 senses.
6. Reliable transportation.
7. No facial piercings, or excessive or offensive tattoos.
8. Men will be cleanly shaven or facial hair neatly trimmed.

EVALUATIONS:

Performance evaluations are done by the Patient Care Coordinator with input from the Registered Nurse Supervisor.

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the Agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature
Certified Nursing Assistant

Date