



# Skilled Nursing Facilities

## **CERTIFIED NURSING ASSISTANT**

- **Summary:** The Certified Nursing Assistant position provides quality nursing care to residents in accordance with established policies and procedures, within the scope defined by Colorado Statute 12-38.1; implements specific procedures and programs; coordinates work within the department, as well as with other departments; reports pertinent information to the immediate supervisor; responds to inquiries or requests for information; assists the immediate supervisor with tasks to support department operations and Assumes personal accountability for the company's mission and core values.

**Essential Duties and Responsibilities** include the following. All other duties may be assigned.

- Provides care to residents in a manner that enhances each resident's quality of care and quality of life in an environment that promotes their rights, dignity, freedom of choice and individuality as illustrated by the following:
  - Provides individualized attention, which encourages each resident's ability to maintain or attain the highest practical physical, mental and psychosocial well-being.
  - Is knowledgeable of the individualized care plan for residents, and provides support to the residents according to their care plan. Contributes to the care planning process by providing the nurse or other care planning staff with specific information and observations of the residents' needs and preferences.
  - Attends to the individual needs of residents, which may include assistance with grooming, hygiene, bathing, oral hygiene, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, transferring, ambulation, range of motion, communicating or other needs in keeping with the individuals' care requirements.
  - Maintains the comfort, privacy, and dignity of residents in the delivery of services to them. Interacts with residents in a manner that displays warmth and promotes a caring environment.
  - Fully understands all aspects of residents' rights, including the right to be free of restraints and free of abuse. Is responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of resident abuse or violation of residents' rights.
  - Observes residents for changes in condition or behavior and promptly reports these changes to appropriate licensed nursing personnel and other health care team members. Seeks assistance from the Staff Nurse when confronted with a resident problem that requires special attention.
  - Provides care that maintains each resident's skin integrity to prevent pressure ulcers, skin tears and other damage by changing incontinent residents, turning, repositioning immobile residents and by applying moisturizers to fragile skin and other areas.
  - Rounds routinely on residents per facility policy and anticipates resident's needs. Responds to requests from residents for assistance in a calm, respectful and timely fashion. Answers residents' call lights promptly and courteously.

- Performs various tasks within the nursing assistant scope as assigned by the nurse in a timely fashion.
- Assists with orienting residents and their families to the facility on admission and to the unit when transfers occur.
- Lifts, moves and transports residents, using proper body mechanics or lifting devices and following necessary safety precautions for accident prevention.
- Communicates and interacts effectively and tactfully with the residents, visitors, families, peers and supervisors.
- Assists and prepares residents for appointments, both in and out of the facility, such as physician appointments, beauty shop or attending activities. Ensures resident's personal needs are met, they are well groomed, dressed appropriately and are ready on time. Participates in activities and functions as directed.
- Promotes and encourages social interactions from residents during meals, during direct care and at other times as appropriate. Promotes a homelike environment for residents.
- Completes certified nursing assistant records accurately, documenting care provided or other information in keeping with department policies.
- Performs all job responsibilities in accordance with prescribed safety and infection control procedures, including thorough hand washing, use of disposable gloves where indicated and proper disposal of soiled materials. Follows isolation precautions per facility policy.
- Provides restorative care to residents as assigned or as indicated in the overall plan of care to include, but not limited to, range of motion, ambulation, positioning, toileting and others.
- Demonstrates a time-conscious awareness, keeping non-essential interruptions to a minimum in order to complete resident care priorities.
- Communicates suggestions or concerns from residents, other staff, visitors or others to the supervisory nurse, nurse manager, or Administrator in a timely, factual and accurate manner.
- Participates in education programs and completes annual required training and education per facility policy and federal and state requirements. Assists in the orientation, training, and evaluation of other staff.
- Demonstrates flexibility in meeting facility staffing needs. Stays on assigned unit caring for residents until replacement is available and shift report has been given.
- Supports quality improvement by striving to do the right things the right way the first time, uses quality tools and techniques as appropriate, and demonstrates flexibility and resilience in response to change. Supports the organizations Quality Assurance Performance Improvement (QAPI) program as follows:
  - Recognizes your role as part of the QAPI efforts of the facility and organization.
  - Attends trainings to build understanding and capacity to undertake QAPI work.
  - Carries out QAPI roles and responsibilities as assigned.
  - Follows established policies and procedures in support of QAPI efforts.
  - Looks for and shares with leadership ideas for improvement in the organization.
  - Communicates to leadership upon witnessing a positive outcome of a QAPI project or detecting barriers preventing project success.
  - Supports QAPI efforts both verbally and non-verbally (i.e., via actions and attitude), including adjusting performance and practice in accordance with QAPI initiatives and findings.

- Demonstrates individual effectiveness by maintaining a positive, open-minded and team-oriented attitude; follows through on commitments; performs job responsibilities in a manner consistent with organizational policies; communicates effectively with others; uses resources effectively and efficiently; and makes suggestions and supports the implementation of strategies to increase revenue and/or reduce operational expenses.
- Focuses efforts to provide services that exceed the expectations of our customers by anticipating and responding to customer needs, sees customer satisfaction as a key measure of success, and integrate service focus into daily routine.
- Models teamwork by participating actively as a team member on a departmental and organizational level, fosters collaboration among members of the team, and recognizes the efforts and successes of other individuals and teams.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Preferred High school diploma or general education degree (GED). Required minimum of 17 years of age.

**Certificates, Licenses, Registrations:** Must be a licensed Certified Nursing Assistant in accordance with the laws of the Colorado State Board of Nursing. If not licensed as a Certified Nursing Assistant in accordance with the laws of the Colorado State Board of Nursing, must have completed all requirements to receive certification and must become certified within four months of employment.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Read, write, comprehend and speak the English language.

**Mathematical Skills:** Ability to read units of measure on graduated measuring devices. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

**Other Skills and Abilities:** Knowledge of the aging process, dementia, and disabilities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk/stand during most work hours, use hands that possess a high degree of manual dexterity; reach with hands and arms;

stoop, kneel, crouch, squat or crawl, bend using good body mechanics, talk or hear. The employee is frequently required to sit, climb or balance and taste or smell. The employee must possess a high degree of manual dexterity and be able to distinguish smells, tastes and temperatures. The employee must frequently carry up to 15 pounds, lift up to 83 lbs., pull up to 90 lbs., push up to 45 lbs., grip up to 50 lbs., pinch up to 15 lbs. and be able to bend/reach to up to 25 inches. Must have good hearing and specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus or possess necessary corrective devices to function adequately to assure that the requirements of the position can be fully met.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to risk of electrical shock and vibration. Subject to falls, burns from equipment, odors, etc. throughout the day. Exposure to infectious waste, diseases, and conditions including but not limited to HIV, AIDS, and Hepatitis Viruses. Subject to frequent interruptions. Subject to hostile and emotional residents, family members, and visitors. Subject to end-of-life situations. The noise level in the work environment is usually moderate.

I understand the description of this job and the essential functions. I will perform those above and all other related duties as directed by my supervisor and management.