

**JOB DESCRIPTION**

**NURSE, HOSPITAL, CERTIFIED AIDE**

**REPORTS TO: DON, HOSPITAL** Non-Exempt Job number: 400 Job Code: 00-70004

**JOB SUMMARY**: The Certified Nursing Aide assists with or performs procedures according to physician order and nursing delegation, based on validation and competencies.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Work under the direction of a licensed nurse in the provision of direct patient care including assisting in the admission and discharge process.
* Identify changes in patient's conditions and communicates those changes to the nurse immediately. Provides assistance with patient transfer/transport.
* Contribute to and assist in implementing a plan of care that reflects the patient's physical, psychological, social, educational, developmental and rehabilitative needs based on patient's age, ethnic origin, economic status, lifestyle, creed or philosophical beliefs.
* Demonstrate competency and the ability to carry out department specific functions of the CNA in accordance with the department's standards of care, policies and procedures.
* Contribute to the assessment of the health status of patients, including interaction with patient's family members by collecting basic subjective and objective data from observations and interviews, including taking vital signs and reporting and recording appropriately.
* Identify basic signs and symptoms of deviations from normal health status and provide basic information which the licensed nurse uses in identification of problems and needs.
* Report the patient's self-report/symptoms of pain to nurse promptly.

**LICENSURE/CERTIFICATION REQUIREMENT:**

* Certified Nurse Aide from North Dakota Department of Health
* Basic Life Support (BLS) prior to hire.
* The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* Successful completion of an accredited Certified Nurse Aide Program, Experience Preferred.
* Knowledgeable of nursing and medical practices, and the ability to demonstrate the skills necessary to provide appropriate care to meet patient needs.
* Maintain the knowledge and skills necessary to provide care appropriate to the age of the patients; patients may include infant child, adolescent, adult and geriatric.
* Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrate the ability to communicate effectively both verbally and in written format.
* Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships with all levels of individuals throughout NCHS.
* Participate in the orientation of other NCHS employees.
* Participate, as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Work safely without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
* The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS**: Variable shifts, variable weekday, rotating weekend and holiday. Indoor, Emergency Room, Hospital, off campus Health Fairs, outdoor to accompany patient as necessary.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.
* **Hand Functions-** grasp and pinch frequently
* **Visual-** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and auditory-** must communicate effectively with patients, families, physicians and other staff
* Work at desktop for extended periods.
* Frequent standing and walking, bending and working at all levels for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date