

Job Description:

Nursing Assistant



Position Title: Nursing Assistant
Department: Nursing Services
Reports to: Chief Nursing Officer
Classification: Full Time
FLSA Status: Non-Exempt

Summary of Position:

This position assists in nursing care by performing routine and delegated duties according to the policies and standards of Coteau des Prairies Hospital and Clinic (CDP) and the Nursing Department.

Essential Duties & Responsibilities:

- Assists with routine nursing care in accordance with policies and procedures; including I&O, daily weight, vitals on all age patients, ambulating of patients and other duties as assigned by a nurse.
- Assists in admission procedures, transfers and discharges of patients. Accompanies discharged patient to vehicle.
- Anticipates patient needs and responds to patient call lights promptly and makes hourly rounds on all patients.
- Reports changes in patient's status, vitals or other pertinent information to the nurse.
- Adapts to changes in workload or patient tasks in a positive and efficient manner.
- Reviews and completes daily assignments.
- Assists patients with nutritional needs by preparing patient for mealtimes, passing trays, and setting up trays, feeding, and passing other nourishment.
- Performs housekeeping duties and maintenance of supplies.
- Cleans equipment according to proper procedures and returns to storage area.
- Attends in-services and nursing meetings.
- Maintains patient confidentiality
- Consistently follows Infection Control and Universal Precautions procedures.
- Responds pleasantly to patients, public, physicians and staff.
- Other duties as assigned.

Organization Responsibilities:

- Fosters a culture of service excellence which anticipates and responds to the needs of our customers.
- Performs job duties and responsibilities in a manner that reflects the highest ethical and professional standards.
- Maintains compliance with mandatory training initiatives, competencies, and licensure requirements.
- Complies with all CDP and departmental programs, policies and procedures (i.e. administrative, HR, financial, clinical, quality, and safety policies and procedures).
- Ensures and protects the confidentiality of sensitive information.

- Complies with all federal, state, and local standards and laws regulating the provision of professional services (licensure and scope of practice).
- Attends any mandatory training(s) or meeting(s) as required on a consistent regular basis.

Supervisory Responsibilities:

Not applicable.

Education & Experience Requirements:

Must possess a high school diploma or equivalent. Must understand medical terminology. Previous hospital experience desired, but not required.

Customer Service Skills:

Ability to communicate effectively, using verbal and written communication skills in multiple relationships with a variety of cultural and social backgrounds. Ability to recognize, anticipates, and responds to the needs of all customers in a caring, respectful, and courteous manner that leads to satisfactory resolution. Utilizes communication skills effectively when interacting with appropriate verbal or written documentation to other health care providers. Interacts professionally with all constituencies. Consistently be a positive representative of CDP in the hospital and throughout the communities in which we serve.

Language Skills:

Must be able to read and write English. Ability to read and interpret documents such as safety rules, policies and technical procedures. Ability to write and correspond with team members.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Work Environment:

May be exposed to communicable diseases when working in a health care environment. Must possess strength and endurance as duty requires standing, walking, bending, lifting and pushing.

Physical Demands:

Standing, sitting, walking. Must have the ability to carry out the physical demands of the position required in caring for patients.

	RARELY/NEVER	OCCASIONALLY	FREQUENTLY	CONSISTENTLY
LIFTING*				
Up to 10 lbs.				
11 - 24 lbs.				
25 - 34 lbs.				
35 - 50 lbs.				
51 - 74 lbs.				
75 - 100 lbs.				
Above 100 lbs.				
STANDING				
WALKING				
SITTING				

**Any lifting of 35 lbs. or more requires the use of an assistive device and/or physical assistance.*

Exposure Category: 2

- Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
- Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
- Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

HIPPA:

As part of a federally mandated HIPAA compliance plan, we must designate access classifications for every job description. For the job description of Nursing Assistant, your classification is:

RESTRICTED ACCESS – A workforce member with restricted access will have limited access to protected health information.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. I understand that my employment is for an indefinite period of time and that this facility can change wages, benefits, and conditions of employment at any time.

Signatures:

This job description has been approved by all levels of management:

CEO _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee **Date**

Department Manager **Date**