

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Certified Nurse Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-02</b>	<b>6.745</b>
<b>Full Performance Work</b>	<b>HE-04</b>	<b>6.746</b>

### **Function and Location**

This position works in a hospital, clinic or long term care facility and is responsible for providing direct patient care through the performance of a variety of nursing support tasks in accordance with established methods and procedures. The position may work on rotating shifts and in a variety of care units (e.g., SNF, ICF, medical, surgical, etc.). The position may also provide home care for patients.

### **Key Duties and Responsibilities**

1. Give patients tub, sponge, and bed baths. Assist ambulatory patients with showers. Give showers to non-ambulatory patients using a shower gurney.
2. Assist patients with toileting (e.g., position bedpans, escort patients to commode/urinals, help with bladder and bowel training, etc.).
3. Assist patients with dressing, grooming and personal hygiene activities (e.g., shave, shampoo hair, apply lotion to skin, trim nails, etc.).
4. Assist patients with oral hygiene (e.g., brush teeth, care for dentures, etc.).
5. Measure and accurately record intake and output on appropriate forms in the patient's record.
6. Give enemas (soap suds, tap water, Fleet, and retention) under the supervision of the nurse.
7. Collect stool, urine, and sputum specimens for analysis.
8. Take temperature, pulse, respiration, blood pressure, height and weight; accurately record on appropriate forms in the patient's chart, and report all abnormal readings or sudden changes to the nurse.
9. Document actions done for the patient and observations of the patient's condition and behavior in the patient's record on hospital-approved flow sheets. Documentation is in accordance with clearly defined parameters. Report abnormal and/or sudden changes in a patient's condition and/or behavior to the nurse.

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10. Position, lift, and transfer patients in and out of bed using special equipment, as necessary.
11. Move and turn patients, and assist with range of motion exercises.
12. Prepare patients for meals; pass trays after verifying with the diet chart that the meal is correct. Feed patients who are unable to or have difficulty feeding themselves.
13. Make occupied and unoccupied beds.
14. Transport patients on gurneys and wheelchairs to other areas of the hospital.
15. Participate in carrying out recreational activities and/or groups such as remotivation, reality orientation, and outings. Implement activities, which have been planned by the RPN or other licensed personnel.
16. Contribute to the patient's care plan by reporting possible nursing care plan additions or deletions to the RPN or licensed personnel.
17. Perform routine treatment procedures as directed by the RPN or licensed personnel.
18. Apply oxygen via nasal cannula, simple mask, and/or nebulizer mask, at the direction of the RPN or licensed personnel.
19. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
20. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
21. Communicate and interact with patients and families in a positive and courteous manner.
22. Use the principles of growth and development to assess each patient's age-specific needs and provides age-specific treatment and care.
23. Maintain the strictest confidentiality of all facility and facility-related employee

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information.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Assist patients in the admission, transfer and discharge process; assume responsibility for patients' clothing and personal property and secure items in accordance with established procedures; sterilize equipment and supplies using germicides, sterilizer, or autoclave; report broken or malfunctioning equipment; attend and participate in in-service education programs to keep abreast of current practices, policies and procedures; and perform other related duties as assigned. For certain positions, may operate a motor vehicle.

### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

A Registered Professional Nurse provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

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### **Prerequisite Qualifications Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):**

**Certification Required:** Applicants must have a current State of Hawaii Nurse Aide Certificate and have completed a State approved training program, at the time of appointment, which demonstrates knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); the aging process; first aid; patient rights; universal precautions; infection control; body mechanics; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices; range of motion activities; bowel and bladder training; correct use of bed pans, urinals, and/or commodes, etc.); and basic medical and nursing terminology.

### **Prerequisite Qualifications Required for Entry Level**

**Knowledge of:** Personal hygiene and bodily care.

**Ability to:** Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

### **Certification Required:**

Certification in Basic Life Support (BLS) and/or Heartsaver (adult, child & infant) must be obtained within six (6) months of employment.

**Driver's License:** For certain positions, possession of a valid motor vehicle operator's license is required.

**Personal Characteristics:** Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The following physical, sensory and mental requirements are generally stated and are not necessarily descriptive of any one position in this class.

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<b>Physical</b>			
Requirement	Occasional	Frequent	Comments/Related Job Duty
Sit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feed, read to, talk to patients, charting.
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All involved in rendering daily patient care.
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pushing patients in wheelchair, monitoring patients from room to room.
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bending over patients frequently.
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In case of fire.
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climbing, crouching up/down step stools.
Reach Above Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching for objects, stretching to reach over patient.
Can Lift Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with.
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21 – 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lift patient from bed/chair/floor. Lift large patients, pushing patients in wheelchair.
51 lbs. & over	never- should get assistance		
Can Carry Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lifting boxes of supplies, equipment ordinarily worked with.
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21 – 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carrying heavy boxes.
51 lbs. & over	never- should get assistance		
Grasping:			
Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Taking vitals, type reports, pickup instruments, to render patient care (i.e., make beds).
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wash patients, turn position, transfer, carry.
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Out procedures, feed, dress patient.
Push/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pushing patients in wheelchairs, gerichairs, pushing linen carts, linen hampers.
Fine Manipulating:			
Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Taking vitals, type reports, pickup instruments, to dress patients, apply restraints.
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Write notations, open packets on patients trays.
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climb stool to remove/stock supplies.
Around Moving Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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<b>Physical (continued)</b>			
<b>Requirement</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Comments/Related Job Duty</b>
Exposure to Dust, Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, chemicals, fumes from exterminating insecticides, etc.
Operate Foot Pedals:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patients beds have foot locks.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To operate hoppers or bedpan flushing.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If they have pedals.
Exposure to Marked Changes in Temperature & Humidity	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Drive a Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Exposure to Sharp Instruments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Needles, safety pins, safety razors, scissors, knives, etc.
Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Write reports, documentation.
<b>Sensory</b>			
<b>Requirement</b>	<b>Comments/Related Job Duty</b>		
Can Distinguish Smells	Frequent-foul odors are often symptomatic of disease process or infection.		
Can Distinguish Tastes	N/A		
Can Hear:	Conduct conversation with patients/co-workers; answer phone. Frequent-Patient calls and call bells need to be heard from near and far distances.		
	Normal Tones		
Soft Tones	Hear heart for blood pressure readings. Frequent-Patients calls and call bells need to be heard from near and far distances.		
Can Distinguish Temperatures By Touch/Proximity	Frequent-bath water for patient, temperature of equipment, touching patient.		
Eyesight:	Reading charts/doctors orders for meds, watch mirrors to avoid collisions, administer eye tests to patients. Frequent-to observe patients, give daily patient care.		
	Normal/Corrected		
Close Eye Work (reading small figures)	Detect difference in body fluid secretions; distinguish color differences in various charts/tubs/urine/color vision testing. Frequent-thermometers, graduates, chart, testing equipment.		
<b>Mental</b>			
<b>Requirement</b>	<b>Comments/Related Job Duty</b>		
Can Read, Speak and Write (What language/s)	English-in order to communicate and comprehend assignments, nursing supplies and diet cards, etc.		
Is Oriented with Reality	Necessary		
Can control Emotions (temper, etc.)	Necessary		
Has Positive Attitude toward the ill, the Handicapped and the Elderly	Necessary		

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Can Remember/Recall	Necessary
Able to Work with Controlled Substances (drugs)	N/A
Can Handle Stress	Necessary-as it relates to both physical and mental.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the Entry Level Qualifications Required for the applicable work setting:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices, range of motion activities, etc.); basic medical and nursing terminology; and the ability to assist and participate in the activities of the treatment team; assess each patient's age specific needs; and independently provide age specific direct personal care services to a caseload of patients.

**Substitutions Allowed:** Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

**Desirable Qualifications:** Knowledge of multiple/differing cultures; oral and written communication skills; good observation skills and ability to recall and report/document a series of events accurately; positive attitude; tolerant of unusual, irritating behavior (e.g., slow, repetitive, forgetful, confused, incontinent, messy).