

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Certified Nurse Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-02</b>	<b>Job Code</b>	<b>6.745</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-04</b>	<b>Job Code</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 information.

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### **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.

### **Supervision Provided By**

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.

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

**Education:** High school diploma or the equivalency is preferred.

**Experience:** None required.

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**Knowledge and Abilities:** Knowledge of basic nursing skills (e.g., 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 (e.g., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (e.g., 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. Personal hygiene and bodily care, and the 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.

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

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

**Experience:** One 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.

**Knowledge and Abilities:** In addition to the knowledge and abilities mentioned in the entry level; principles of growth and development; 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 entry and full performance level.

### **Certification Required:**

1. **Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):** A current State of Hawaii Nurse Aide Certificate and have completed a State approved training program, at the time of appointment.

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

**Driver's License:** For certain positions, possession of a valid State of Hawaii Driver's license (Class 3) or any other valid comparable driver license may be required.

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

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### ADDENDUM ATTACHED

Yes

No