

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Restorative Nurse Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

Full Performance Work

HE-04

6.749

Function and Location

This position works in a Restorative Nursing Program in a hospital, clinic or long term care facility and is responsible to provide direct restorative care and training under the supervision of the Restorative Nurse/Educator in accordance with established methods and procedures and may provide other certified nurse aide functions as assigned. The position may work on rotating shifts and in a variety of care units (e.g., SNF, ICF, medical, surgical, etc.).

Key Duties and Responsibilities

1. Follows established performance standards and performs duties per nursing service and restorative policies and procedures.
2. Provides care in the development of an individualized plan of restorative care for assigned residents/patients and implements restorative plan of care consistently.
3. Instructs, encourages, guides and assists residents/patients to perform self-care skills with as much independence as possible.
4. Provides direct restorative care as assigned, competently on a consistent basis, completing work accurately, safely and in a timely manner.
5. Provides hydration pass to assigned residents/patients per assigned shift as directed in residents/patients plan of care.
6. Identifies special resident/patient needs or problems and reports them to appropriate nursing and/or therapy staff.
7. Documents and reports the specific restorative care, services, treatment or program provided daily and documents residents' response or lack of response to care weekly and assists as needed to amend restorative plans of care as appropriate.
8. Documents residents'/patients' progress or lack of progress toward restorative goals.
9. Demonstrates concern for all residents/patients by rendering immediate assistance to any resident/patient in need.

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10. Assists other nursing personnel with difficult or special assignments as necessary.
11. Provides care to residents/patients without violating patient rights.
12. Participates in facility educational programs as required and/or assigned, orientation, in-service, precertification training, as well as quarterly therapy inservices.
13. Consistently demonstrates an attitude of cooperation and enthusiasm toward residents/patients and other facility personnel.
14. Participates in interdisciplinary care planning and rehabilitation conferences as necessary.
15. Develops good interpersonal relationships with residents/patients and utilizes acquired teaching skills to assist resident/patient to function as independently as possible.
16. Take temperature, pulse, respiration, blood pressure, height and weight; accurately record on appropriate forms in the resident's/patient's chart, and report all abnormal readings or sudden changes to the nurse.
17. Document actions done for the resident/patient and observations of the resident's/patient's condition and behavior in the resident's/patient's record on hospital-approved flow sheets. Documentation is in accordance with clearly defined parameters. Report abnormal and/or sudden changes in a resident's/patient's condition and/or behavior to the nurse.
18. Position, lift, and transfer residents/patients in and out of bed using special equipment, as necessary.
19. Move and turn residents/patients, and assist with range of motion exercises.
20. Transport residents/patients on gurneys and wheelchairs to other areas of the hospital.
21. 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.

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22. Contribute to the resident's/patient's care plan by reporting possible nursing care plan additions or deletions to the RPN or licensed personnel.
23. Perform routine procedures as directed by the RPN or licensed personnel.
24. Apply oxygen via nasal cannula, simple mask, and/or nebulizer mask, at the direction of the RPN or licensed personnel.
25. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
26. Maintain a clean, well-stocked, safe environment for residents/patients and staff. Keep resident/patient care and utility areas neat and clean.
27. Communicate and interact with residents/patients and families in a positive and courteous manner.
28. Use the principles of growth and development to assess each resident's/patient's age-specific needs and provides age-specific treatment and care.
29. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

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

Assumes personal responsibility for following facility procedures related to control of equipment and supplies; assumes accountability for compliance to federal, state and local regulations related to restorative nursing care; reports to appropriate nursing personnel any incidents, problems, or failures of other personnel to adhere to facility policies and procedures; accurately documents incidents and/or unusual occurrences per facility policy and procedures; demonstrates consistent ability to work co-operatively with residents, members of the health-care team, families and consultant personnel; works wherever assigned to meet resident care needs; greets residents and their families by name and is consistently courteous and thoughtful; works as scheduled and is consistently dependable; comes to work on time and is consistently punctual.

Assist residents/patients in the admission, transfer and discharge process; assume responsibility for residents'/patients' clothing and personal property and secure items in accordance with established procedures; sterilize equipment and supplies

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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.

May perform Certified Nurse Aide duties and responsibilities as needed.

Controls Exercised over the Work

A Restorative Registered Professional Nurse provides supervision to the position.

Instructions Provided: Employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Employees work is reviewed periodically to ensure that acceptable practices are followed.

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 the Full Performance Level

Experience and Essential Knowledge and Abilities: Two (2) years 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,

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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.

Certification Required: Restorative Nurse Aide Certification or equivalent experience and training must be obtained at time of appointment. Basic Life Support (BLS) for Healthcare Workers 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.

Physical			
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.

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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"/>	

Physical (continued)

Requirement	Occasional	Frequent	Comments/Related Job Duty
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.

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Sensory	
Requirement	Comments/Related Job Duty
Can Distinguish Smells	Frequent-foul odors are often symptomatic of disease process or infection.
Can Distinguish Tastes	N/A
Can Hear: Normal Tones	Conduct conversation with patients/co-workers; answer phone. Frequent-Patient calls and call bells need to be heard from near and far distances.
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: Normal/Corrected	Reading charts/doctors orders for meds, watch mirrors to avoid collisions, administer eye tests to patients. Frequent-to observe patients, give daily patient care.
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.
Mental	
Requirement	Comments/Related Job Duty
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
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.

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).