

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Restorative Nurse Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

**Full Performance**

**Pay Grade HE-04**

**Job Code 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, Registered Professional Nurse or designee 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 in-services.
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.
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.

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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 using germicides, sterilizer, or autoclave; report broken or malfunctioning equipment; attend and participate in in-service education programs to keep abreast

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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.

### **Supervisor Provided By**

A Restorative Nurse/Educator, Registered Professional Nurse, Director of Nursing or designee 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 the Full Performance Level**

**Experience:** Two 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.

**Knowledge and Abilities:** Must have demonstrated knowledge of basic nursing skills (e.g., 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 (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, 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.

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### **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.
2. Restorative Nurse Aide Certification or equivalent experience and training must be obtained at time of appointment.
3. Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

**Driver's License:** 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