

# HOME CARE PARTNERS JOB DESCRIPTION

## **POSITION**

Certified Nursing Assistant – CNA

## **JOB SUMMARY**

The Nursing Assistant provides personal care and home management tasks for PCS, CAPDA and private pay consumers. All services provided are under the supervision of a registered nurse as prescribed by the consumer's physician and in compliance with the state Nurse Practice Act, Federal Regulations and any other regulations defining aide services. The Nursing Assistant is responsible for the provision of a number of services to meet the consumer's personal care needs, comfort measures, and promote physical and emotional comfort, independence and assistance with home management tasks. Services are provided in the consumer's home as directed by the registered nurse to achieve the stated goals and objectives of the Agency.

## **JOB QUALIFICATIONS**

Education Successful completion of a nurse aide course that meets federal/state requirements. High school diploma or GED preferred.

Licensure Listed on the Nurse Aide 1 Registry without any substantiated findings reported.

Experience Experience in related health care field preferred.

## **Skills, Knowledge and Abilities**

Accepts oral and written instruction well. Works as a part of a team by following the written plan of care as developed by the registered nurse and the consumer. Demonstrates the ability to record observations and knowledge of when and what to report to appropriate individual, if needed. Must possess good communication skills. Able to perform CNA skills per NCBON guidelines and per consumers needs.

## **ENVIRONMENTAL AND WORKING CONDITIONS**

Must be a licensed driver in the state of North Carolina and have availability of properly insured, safe, well maintained vehicle, and be able to operate under conditions which may not be ideal. Delivery of consumer care in home settings could expose staff to contagious diseases.

## **AGES OF CONSUMERS SERVED**

The Nursing Assistant must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the ages of the consumers served. Age groups are expected to occur as follows: Neonates (birth-1yr), pediatrics (1-12yrs) and adolescents (12-18yrs); Rarely: Adults (18-65yrs), Geriatrics (over 65 yrs); Often, majority of consumers.

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### Job Description CNA (2)

#### **RESPONSIBILITIES AND STANDARDS**

The Nursing assistant carries out the following responsibilities/functions according to the minimum standards established by the NCBON, departmental policies and procedures and the Standards of Practice and Code of Ethics of the nursing profession and is outlined in the regulations established by the North Carolina Division of Facility Services.

#### **ESSENTIAL JOB FUNCTIONS**

##### **JOB DUTIES/KNOWLEDGE**

##### **1. PERSONAL CARE (ADL'S)**

- Bathing (assist, bed bath, tub bath, shower, sitz)
- Mouth care
- Skin care
- Hair care
- Nail care
- Bed making
- Dressing and undressing
- Assisting with toileting and elimination

##### **2. SAFETY**

- CPR/Heimlich Maneuver
- Infection control
  - Hand washing
  - Isolation technique
  - Universal precautions
- Recognizes emergency situations and implements appropriate emergency procedures when indicated
- Able to utilize good basic infection control procedures and follows agency procedures, especially with regard to infection control, handling of hazardous wastes, and safety measures in all instances.

##### **3. BODY MECHANICS**

- Turn and position
- Transfer – chair, WC, bed
- Use of lifts
- Assist with ambulation
- Range of Motion exercises
- Applies proper body mechanics while assisting with ambulation, transferring, ROM and positioning of consumer and while performing household chores.

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### Job Description CNA (3)

#### **4. SPECIAL PROCEDURES**

- Vital signs, BP, Temp (oral, rectal, axillary), Pulse (radial, apical), Respirations
- Height and weight (stand-up scales)
- Application of heat/cold
- Prevent and care for decubitus ulcers
- Application of ace wrap and TED hose

#### **5. NUTRITION**

- Prepares and provides adequate nutrition and fluid intake
- Provides medically prescribed diets as directed
- Feed patients
- Intake and output
- Force and restrict fluids

#### **6. ELIMINATION**

- Bedpan/urinal
- Bowel/bladder retraining
- Perineal/catheter care

#### **7. HOME MANAGEMENT TASKS**

- Performs house cleaning and other household services such as vacuuming, dusting, cleaning bathrooms, scrubbing, sweeping, bed making, etc. as requested in the consumer's plan or care.
- Performs support services such as meal preparation, laundry, grocery shopping and errands within the guidelines of the written plan of care.

#### **8. REPORTING AND DOCUMENTATION**

- Observes, reports and documents changes in consumer status or dissatisfaction with services promptly to a supervisor.
- Reports decline in consumers physical ability promptly to a supervisor.
- Accurately documents care provided and refused. Submits time sheets, flow sheets and other paperwork promptly according to policy.
- Documents all tasks performed, following the plan of care.

#### **9. ATTENDANCE, DEPENDABILITY AND RESPONSIBILITY**

- Presents self, ready for work at the scheduled time and remains at work until the completion of the scheduled shift. Follows policy regarding time deviations.
- Consistent in work attendance by incurring no more than six (6) unscheduled separate occurrences of absence from scheduled work during the evaluation period.
- Makes appointments after or before hours worked.
- Notifies Scheduler of requests off as much in advance as possible.

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Job Description CNA (4)

- Makes arrangements with consumer to minimize hours lost (example: have the client schedule their appointments after your visit.).
- Releases or discusses consumer information only in accordance with the confidentiality policy or by permission of supervisor.
- Works efficient and effectively using time and supplies wisely.

**10. PERSONAL/PROFESSIONAL DEVELOPMENT**

- Acquires at least 12 continuing education credits per year. (This can be the “ In The Know” modules.)
- Attends agency provided in-services to fulfill requirements of position and policy. Aide is required to attend 3 out of 4, mandatory yearly in-services which is a key component of being considered for a raise increase. If an in-service is missed it will be up to the aide to contact the RN Supervisor to see what information you missed.
- Maintains personal health status requirements in relation to job position.
- Maintains professional Licensure/Certification
- Maintains all current information and provides changes to agency in a timely manner.
- Assists with orientation of new personnel as requested.
- Adheres to all agency policies.

**11. COMMUNICATION SKILLS**

- Realizes the effects of words and actions on others. Uses words that express respect, patience and understanding in interactions with others.
- Good listening skills
- Able to resolve interpersonal conflicts as they arise.
- Recognizes when someone needs direction or help and consistently offers and provides help.
- Attends and participates positively in meetings.

**DEGREE OF TRAVEL**

Home visits daily. Periodic staff meetings.

**SAFETY HAZARDS IN JOB**

Possible infections from consumers or auto accidents.

**PERFORMANCE APPRAISAL:**

Job performance is assessed after 90 day probationary period then yearly within 14 days of the anniversary date. Assessment will be based on job performance standards above.

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I have read and understand the Job Description for Nursing Assistant and agree to fulfill the position’s responsibilities to meet the defined standards.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_