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CNA/NA JOB DESCRIPTION

The Certified Nursing Assistant or Nursing Assistant works under the direction and supervision of the professional nurse and physician and/or practitioner approved by the Board of Directors to provide direct patient care to the patients with acute, chronic, or emergent conditions. Nursing Assistants are also trained to take care of Swing Bed patients/residents, as well as those who are admitted under Observation Status. The Nursing Assistant performs daily care duties and assists nurses and practitioners with increased skills obtained through continuing training and education in the nursing process.

Essential Licensure and Certifications:

****Nursing Assistants are encouraged to become a Montana Certified Nursing Assistant whenever possible. Basic Life Support (BLS) is required. The Ruby Valley Hospital encourages enhancement of their professional growth through in-service training, attending workshops, and reading current literature. Annual performance evaluations will be influenced by the employees' participation in educational opportunities and by their participation in the Hospital's Quality Improvement Activities.**

Requirements: Admission data of Patients both to "acute" and "out-patient" settings to obtain by the CNA or NA are as follows:

- 1. Patient demographic information;**
- 2. Consent by signature from patient or spouse and or legal guardian for treatment and witnessed;**
- 3. Vital signs of patient as ordered routine by the practitioner, and as needed, as requested by the nurse;**
- 4. Orientation of patient to room and surroundings;**
- 5. Preparations for meals, and assisting patients in any capacity to get them set up in a proper position in order for the patient to obtain nutritional needs. Meals from nursing home are transferred by a large insulated food cart that requires pushing the cart approximately 300 feet from TRMCC (nursing home) to Hospital and returned when meals are done.**
- 6. Other activities of daily living as needed by the patients, on an individual basis, such as ambulation or transferring patients utilizing appropriate assistive devices and body mechanics;**
- 7. Assisting the provider and nurse with proven competency, with procedures, as delegated, such as EKGs, initiating Oxygen Therapy, preparing for IV Therapy, assisting nurse with catheterization of patient, collecting specimens of urine, stool and/or sputum from lung area;**
- 8. Providing day or evening routine patient care including oral hygiene, and bathing patient as condition allows;**
- 9. Documentation of the patient in our EMR to include ADLS, patient activities, dietary consumption, intake and output if required, and elimination patterns, etc.**
- 10. Nursing Assistants also function as dietary aides during their shifts and may assume housekeeping duties with other departments in order to maintain a safe and clean environment for patients and staff.**
- 11. A Nursing Assistant needs to understand that to complete this type of position, he/she needs to be able to bend/stop or squat/crouch if preferred. Training in "Good Body Mechanics" is usually part of the training for the CNA/NA position and required as a yearly refresher course.**

12. Walk/stand varies depending upon task and job function employee is completing. Sitting is only while charting or when there is time for a break.
13. Maintains a safe, comfortable and therapeutic environment for patients and families;

Essential Job Accountabilities for NA/CNA

The following is an explanation of requirements in each “Body Mechanics” movement:

- **Lift:** assistive devices to lift and assist with residents to include “Hoyer Lift”. Assistance with co-workers for two people always with the “Hoyer Lift”. In most cases helping a patient change a position either in bed or to and from a chair is easier on the patient with two people for safety with the patient as well as the employee. If a “Hoyer Lift” is not required, the use of a “Gait Belt” is always required when assisting a patient with an unsteady gait if the patient is not using a walker or cane and even then may want to consider using a “Gait Belt” as a full safety measure.
- **Carry:** Most carrying is less than 20 pounds to include supplies, linens, food trays, etc. Patients will be transferred in wheelchairs, gurneys, etc. and NOT carried.
- **Push/Pull:** Employee pushes or pulls with one or both arms to move noted objects. Carts are also available to reduce carrying activities. **Initial force of pushing a wheelchair may be up to 50 lbs.
- **Reach:** Reaching required with one or both arms throughout shift;
- **Stand or walk:** Walking or standing varies depending upon task and job function employee is completing.
- **Climb/balance (other than stairs):** There will be times when climbing, such as moving a knee to the bed for good strength position, or proper twisting of the torso of any of the following bend/stoop, squat/crouch/kneel, crawl, and the need of a left/right rotation of neck in addition to left/right lateral flexion/extension will be required of an employee’s body to complete the task at hand.
- **Grip/grasp of fingers and hands:** Required on a continuous basis to complete job functions; Because this part of the employee’s extremities and body will be constantly in motion once on the job, consideration needs to be given to hands and arms at all times and to take good care of the personal self in all areas both on and off the job. Think about what you are doing before you do the task and take the required time to do it correctly for the patient as well as yourself.
- **Hazard-conditions:** Given employee is working in a hospital, universal precautions are taken to protect employee from blood borne and body fluid pathogens. Any employee must also remain alert and aware at all times to avoid accident and or injury.

***For detailed description of Job Responsibilities, refer to the “Daily Nursing Assistant Night Shift Responsibilities” and “Day Shift Nursing Assistant Responsibilities” accompanying this form or copies can be found in the Employee Handbook located at the nurses station.

Signature: _____

Date: _____

Print Name: _____