

Arbutus Park Manor

Job Title: Certified Nursing Aide

Basic Qualifications

Education / Training: A high school diploma or equivalent; successful completion of a Pennsylvania state-approved Nursing Assistant course; twelve (12) hours of continuing education per year required; must pass Nurse Aide Certification examination.

Skill(s): Moderate reading, writing skills, grammar, and mathematics skills; proficient interpersonal relations and communicative skills; ability to bend, stoop, sit, stand, reach and lift items weighing 50 lbs. or less; satisfactory completion of pre-employment physical (postoffer); visual and auditory skills.

Experience: None required.

General Responsibilities

Responsible for assisting professional nursing personnel in providing care to residents of Arbutus Park Manor; implementing specific procedures and programs; insuring unit compliance with all operating policies and procedures; coordinating work within the unit or department, as well as with other departments and units; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.

Essential Duties

1. Assists professional nursing personnel in providing nursing care to residents of Arbutus Park Manor as illustrated by the following:
 - a. Assists with orienting residents and their families to Arbutus Park Manor upon admission and to the department when transfers occur.
 - b. Provides individualized care to residents according to the resident's wellness plan such as feeding, taking vital signs, etc.; provides general daily care by bathing and dressing residents appropriately and comfortably; washes resident's hair and cuts nails; assists in good oral hygiene; checks resident's skin when changing or bathing.
 - c. Communicates and interacts effectively with the geriatric resident and their families; reports any conflict to supervisor in a timely manner.
 - d. Lifts, moves, and transports residents using proper body mechanics for accident prevention and as per facility's economic policy and directed by resident's care plan.

- e. Turns bed-bound residents every two (2) hours as per Arbutus Park Manor policy, positions residents who are chair bound or bed bound in good body alignment with propping or splinting aids as recommended; gives bed bath and shampoo to residents when assigned.
- f. Attends to the individual needs of residents while maintaining their comfort and dignity; guards residents' privacy at all times by keeping curtains drawn adequately, thereby avoiding unnecessary exposure when dressing or bathing residents; gives residents the right to make their own choices.
- g. Ensures that room temperatures are comfortable for residents and that music and television programs are of the resident's choosing and/or are appropriate; ensures that residents have fresh drinking water and ice; assists residents with special needs in fluid intake.
- h. Assists in bowel and bladder training; toilets residents per established routine; offers bedpan when appropriate; ensures that all residents are clean and dry.
- i. Assists in feeding residents prescribed diet according to Arbutus Park Manor policy; assists in passing trays; records resident's meal intake, liquid intake, and I & O as trays are collected, forwarding poor intake assessments to the assigned supervisor.
- j. Assists in maintaining a safe, neat, and clean environment; keeps assigned resident's unit clean and tidy and free from extra linens and hazardous objects on the flow; ensures that resident's personal objects such as toothpaste, toilet tissue, etc. are put away in night stand.
- k. Observes residents for changes in condition or behavior and reports these changes to appropriate licensed nursing personnel immediately.
- l. Maintains proper charting on flow sheets, Restorative Care Sheets, I & O and food intake sheets, and vitals sheets.
- m. Assists with restorative care of the resident and instruction of self-help.
- n. Answers residents' call bells.
- o. Prepares resident for appointments such as beauty shop, activities, podiatrist, dentist, church services, etc.; transports residents when volunteers are not available.
- p. Practices careful, efficient, and non-wasteful use of supplies and linen.
- q. Reports any changes or resident problem to supervisor in a timely manner.

2. Implements specific procedures and programs as follows:
 - a. Insures an atmosphere which allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.
 - b. Practices good infection control procedures and adheres to universal precautions to prevent the spread of disease and infection.
 - c. Maintains awareness of individual responsibilities under the established Fire Safety/Disaster plan.
 - d. Insures the confidentiality of all resident-and/or employee-related information.
 - e. Insures compliance with established quality assurance program.
3. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
4. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and Arbutus Park Manor's compliance with all regulatory requirements.
5. Coordinates specific tasks with other personnel within the department and in other departments in order to ensure the smooth and efficient flow of information.
6. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate management personnel.
7. Responds to inquiries relating to his/her particular area; responds to requests from residents, other staff personnel, etc., within the given time frames and within established policy.
8. Maintains a professional attitude and is supportive of the facility goals and objectives.

Ancillary Duties

1. Attends all mandatory in-service training programs and required meetings; participates in in-services related to restorative nursing programs.
2. Assists the immediate supervisor with various administrative tasks to support department operations, as directed; may also assist on special projects.
3. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.
4. Meets on-going continuing education requirements to maintain current Certified Nursing Assistant certification.

Job Location

All areas as assigned throughout the facility.

Equipment/ Machines

1. Telephone
2. Hoyer lift
3. Bedpans/Urinals
4. Century tub/Tub lift chairs
5. Wheelchair/Geri chairs
6. Blood pressure cuff, thermometer, stethoscope
7. Catheter equipment
8. Electronic bed scales