



**NORTON SOUND
HEALTH CORPORATION**

POSITION DESCRIPTION

EMPLOYEE NAME:

**POSITION TITLE: Certified Nursing Assistant
GRADE: 3 (new)
EXEMPT: No
TRAVEL REQUIRED: No**

**PREPARED BY: Human Resources
APPROVED BY: Personnel Comm.**

**DATE: 2/06
DATE: 01/08**

**DEPARTMENT: Quyanna Care
DIVISION: Hospital Services**

REPORTS TO: QCC Nurse Manager or Charge Nurse

SUPERVISES: No Supervisory Responsibility

PURPOSE OF POSITION: To provide patient and family focused care in accordance with NSHC's mission, philosophy, policies, and procedures under the direction of the charge nurse and in compliance with standards for professional nursing practice in the clinical setting.

NOT
APPLICABLE

MET
STANDARD

DID NOT MEET
STANDARD

MAJOR RESPONSIBILITIES:

I. Core Competencies:

I. A. Professionalism:

- Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members.
- Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
- Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
- Adheres to all NSHC dress codes, personnel, infection control and safety policies.
- Upholds NSHC's vision, mission and corporate values.

B. Problem Solving/Critical Thinking:

- Identifies work-related problems with possible solutions and implements solution(s), when appropriate.
- Maintains constant awareness of the legal aspects of position and demonstrates this in decisions regarding patient care within the nursing assistant scope of practice.

C. Assessments and Interventions: Demonstrates system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes.

D. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of nursing assistant principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and Federal laws/regulations.

E. Care Management: Provides for patient care needs under the supervision of licensed nursing staff and in accordance with established policies and procedures: hygiene needs, nutritional needs, safety, comfort and elimination needs.

F. Documentation: Gathers data and accurately documents information in a timely manner demonstrating the utilization of the nursing assistant process to promote patient outcomes.

G. Facilitation of Care: Maintains supplies and equipment to facilitate patient care according to established policies and procedures. Facilitates admission, discharge and transfer procedures for patients on and off the unit.

POSITION: Nursing Assistant – QCC	PAGE 2 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p>MAJOR RESPONSIBILITIES:</p> <p>H. Safety:</p> <ul style="list-style-type: none"> Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans. Performs CPR according to policy. Maintains a safe environment for patients, guests and staff. Maintains confidentiality of information deemed confidential. <p>I. Teamwork Expectation:</p> <ul style="list-style-type: none"> Maintains harmonious and cooperative relations with fellow employees, management, patients and guests. Promotes healing by maintaining a peaceful, orderly and clean environment. Acts as a role model in maintaining a professional atmosphere. <p>J. Family/Patient Education: Participates in facilitating patient's and family's learning throughout the hospital experience in preparation for discharge. Reinforces patient's continued health care through teaching and/or referral to community agency follow-up.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings when needed, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Quyanna Care</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management. <p>1. Provides care to the following age groups: <input type="checkbox"/> Embryo <input type="checkbox"/> birth <input type="checkbox"/> infant (0-2yrs) <input type="checkbox"/> child <input type="checkbox"/> pre-adolescent <input type="checkbox"/> Adolescent <input type="checkbox"/> adult <input type="checkbox"/> geriatric <input type="checkbox"/> maternal/neonate</p> <p>B. Demonstrates ability to care for medical, critically ill geriatric patient populations according to policy and procedure. Uses the nursing assistant process to assess, plan, implement, and evaluate the care of these patients.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> No supervisory responsibilities. <p>QUALIFICATIONS:</p> <p>Education: High school diploma or GED.</p> <p>Registration/Certification: State of Alaska Nursing Assistant certification is required.</p> <p>Experience: One year demonstrated work experience required preferably in health care setting.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p>				

POSITION: Nursing Assistant – QCC	PAGE 3 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p>QUALIFICATIONS:</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, reach and frequently lift 40% of own body weight or more. Continuous amount of walking and/or standing is required.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Working Conditions: Well-lighted and ventilated work area.</p> <p>Work Hours: Must be willing to work varied hours with flexible schedules. Overtime may be required.</p>				