

POSITION DESCRIPTION
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE	NURSING ASSISTANT (NA II Supplement)
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JOB CODE	0590
DEPARTMENT	EMERGENCY DEPARTMENT
FLSA (Exempt/Non-Exempt)	NON-EXEMPT
DEPARTMENT DIRECTOR SIGNATURE	
ADMINISTRATIVE DIRECTOR SIGNATURE	
V. P. HUMAN RESOURCES SIGNATURE	
EFFECTIVE DATE	09/13/94
REVISION DATE	05/27/14

DESCRIPTION SUMMARY: Performs a variety of non-professional patient care, cleaning and organizing activities for telemetry, medical and surgical patients under the clinical supervision of a registered nurse or LPN. Also performs a variety of organizational, clerical and communication functions in support of the nursing unit. Monitors vital signs and reports abnormal results to licensed personnel.

EDUCATION, CREDENTIALS AND TRAINING:

Required: High school graduate or equivalent. Nursing Assistant I training and listed on the NC Nursing Assistant Registry. If NAII, must be listed as such by the NC Board of Nursing. Ability to read and understand simple instructions and keep simple records. BLS certification. Proficient in basic clerical skills and use of standard office equipment. Incumbent will be required to demonstrate age-specific competency for patients from infant to geriatric.

Preferred: Knowledge of medical terminology. Formal medical secretarial training. Basic computer application skills.

EXPERIENCE: No previous experience required. Given training and on-the-job experience, incumbent should be proficient in basic aspects of job within 3 months.

OTHER: Verbal communication skills. Interpersonal skills. Self directed and motivated. Organizational skills.

ORGANIZATIONAL RELATIONSHIPS:

Supervises: None

Reports To: Director-Emergency Department. Receives clinical supervision from staff RNs or LPNs and Clinical Supervisors.

COMMUNICATIONS: Requires relatively constant communications with patients and other unit personnel. Routine communication with patient families,

physicians and other hospital personnel. Obtains, presents or discusses information pertinent to job responsibilities. Requires courtesy, tact and good communication skills to clarify or give facts, discuss and resolve minor problems, avoid misunderstanding and promote goodwill.

WORKING HOURS AND OVERTIME STATUS: Works a rotating shift as scheduled to include weekends and holidays. May be required to work alternate schedule or additional hours as workload demands. Classified as non-exempt for purposes of overtime.

DRESS POLICY: Approved departmental/facility uniform. See Human Resource Policy HR 5.1 Standards of Appearance.

WORKING ENVIRONMENT: Spends majority of time in light and temperature controlled patient rooms. Routinely exposed to unpleasant odors. Routinely handles sharp objects and contaminated or potentially infectious materials, supplies and equipment. Potential exposure to air and blood borne pathogens. Occasionally interacts with combative patients.

WORK AIDS: Razors. Scissors. Stethoscope. Blood pressure equipment. Thermometers. Wheelchairs. Stretchers. Bed controls. Bed scales. Heat lamps. Hot and cold therapy machine. Other medical supplies, instruments and equipment. Supply carts. Cleaning supplies. Patient records and fax. Computer and accessories.

EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. It is the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to blood borne pathogens

Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category 1 (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. *See list of hazardous drugs in Pharmacy Policy Manual, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department's responsibility to train in safe handling and disposal. It is the employee's responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to hazardous drugs.

Category 2 includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category 1 (1, 2, or 3).

KEY ELEMENTS: NURSING ASSISTANT I / II

Completes patient and room assignments by the end of the shift

Performs clinical and therapeutic procedures in accordance with established policy, procedure and technique,

Responds quickly and accurately in response to instructions or standard protocols during emergency situations.

JOB ACCOUNTABILITIES

1. Performs basic admission duties upon arrival of patients to unit.

- Orients patient and/or families to their room and to various policies, i.e., IVC (involuntary committal patients)
- No Smoking and bed rail policies are explained to patient
- Call light, bed controls, thermostat, television, telephone, bathroom and shower are explained to patient
- Takes and records patient's vital signs, temperature, weight and other required admission data
- Makes basic observations of patient's personal care needs

- a. Pleasantly greets new patients promptly upon arrival to the unit, and accomplishes the general orientation of the patient to the unit and their room in accordance with procedure.
- b. Accurately obtains vital signs, temperature, weight and other required duties in accordance with procedure within 15 minutes of patient's arrival.
- c. Appropriately assesses type and extent of personal care which may be required by the patient given their age and developmental, physical and emotional status, and reports same to patient's primary nurse.

2. Provides for the basic personal needs of patients to the extent warranted by condition/capabilities of patient.

- Bathing (bed baths, sitz baths, assistance with baths or showers)
- Personal hygiene (oral care, hair care, shaving, foley care and pericare)
- Assistance with bedpan and urinals, or with ambulation to the bathroom
- Dressing/undressing, placing patient in appropriate color gown based on fall precaution
- Preparation of patients for meals (hand washing, proper positioning, etc.)
- Feeding, or assisting patients with eating (cutting meat, opening containers, moving personal items within reach, etc.)
- Providing oral intake as ordered by ED providers
- Changing linens on occupied and unoccupied beds
- Keeps patient room tidy and takes care with patient and family belongings

- a. Follows established procedures in the delivery of personal care.
- b. Respects and protects the patient's privacy and dignity when performing personal care.
- c. Promptly and courteously accommodates requests made by patients with respect to personal care, ensuring that appropriate nurse is made aware of any requests that fall outside of the care plan.
- d. Follows the care plan with respect to the provision of personal care.

- e. Selects and applies appropriate procedures, techniques and communications based on the age and developmental status of patients.

3. Responds to call lights and addresses patient needs.

- a. Responds to call lights promptly, and courteously and appropriately addresses patient's needs, ensuring that appropriate nurse is made immediately aware of any requests which fall outside of the unlicensed scope of practice or which require a licensed nurse to perform.

4. Accomplishes specified therapeutic and clinical aspects of the nursing care plan.

- Turns and positions patients, provides back rubs and similar measures to prevent pressure/decubitus ulcers
- Helps patients achieve/maintain various activity levels
- Helps and encourages patients to perform therapeutic exercises
- Encourages post-operative patients to cough and perform deep breathing exercises
- Records patient's intake and output in the electronic medical record or on the paper flowsheet during downtime
- Collects routine, clean catch and foley catheter urine specimens using proper technique
- Collects sputum, nasal, throat, wound and fecal specimens using proper technique.
- Applies hot and cold, non-sterile compresses
- Observes and reports foley drainage to patient's primary Nurse, and ensures the proper location of tubing and bag
- Checks incontinent patients frequently, and cleans perineal area after voiding/elimination
- Performs cleaning/fleet enemas, douches
- Prepares and transports post-mortem patients to the morgue
- Observes patients for unusual or adverse signs and reports observations to patient's primary Nurse
- Observes patients for signs of confusion or restlessness and reports observations to patient's primary Nurse
- Performs CPR in code situations
- Monitors routine vital signs and reports to the patient's primary nurse
- Monitors vital signs for post-op patients and those requiring special consideration and reports to the appropriate nurse
- Responds to Codes called in the ED

- a. Performs therapeutic and clinical aspects of care in accordance with procedure and technique.
- b. Follows care plan with respect to therapeutic and clinical procedures.
- c. Ensures that appropriate primary or charge nurse is immediately notified when unusual or adverse signs are observed.
- d. Promptly and appropriately responds in accordance with instructions or established protocol in emergency or STAT situations.
- e. Performs duties within the scope of practice for a Nursing Assistant I/II when performing basic nursing procedures.
- f. Properly and accurately records required information on appropriate records and forms and computer screens.

5. Transports patients via wheelchair or stretcher, and assists with their lifting/positioning.

- Transports patients via wheelchair or stretcher to various locations throughout the hospital
- Assists with the lifting of patients to and from stretchers
- a. Employs established safety procedures and precautions when transporting patients and assisting with their ambulation, so that no injuries occur to self or the patient due to failure to comply.
- b. Follows instructions given by nurse or physician when assisting with patient moving, positioning or restraining.

6. Performs discharge procedures.

- Assists patients to gather personal items and returns any valuables

- Ensures patients have prescriptions, diet instructions and other needed post-hospitalization items/information and instructions
- Transports patients, via wheelchair post discharge

a. Ensures that required discharge tasks are accomplished in accordance with procedure and time frame.

7. Communicates and collaborates with other members of the healthcare team and provides assistance with procedures.

- Provides input into nursing care plan
- Reports unusual or adverse symptoms or behaviors
- Keeps others informed on patient care activities
- Adjusts lights, drapes patients, positions patients and gathers supplies when assisting with procedures

a. Effectively collaborates on, and provides input into, the provision of care provided to assigned patients with other unit personnel, ensuring that communications are clear and relevant, and that time frames are adequately addressed.

b. Accurately relays information between patients, patient families, nursing staff, ancillary departments and physicians within appropriate time frames.

c. Ensures that any unusual or adverse symptoms or behaviors are immediately reported to appropriate nurse.

d. Accurately follows instructions given by nurses and physicians, when assisting them with patient care procedures.

e. Keeps appropriate personnel informed on all aspects of responsibilities on an on-going basis, without prompting.

8. Cleans, disinfects, organizes and/or restocks patient care areas, wheelchairs, stretchers and equipment.

a. Accomplishes routine and specially assigned tasks in accordance with procedure or instructions, standards for cleanliness, and time frames.

9. Participates in quality assurance and quality improvement activities.

a. Routinely provides relevant and timely input into the quality assurance and quality improvement activities of the unit, without prompting.

b. Accurately accomplishes any assignments relating to these activities, in accordance with procedure or instructions and time frames.

10. Maintains skill competence.

a. Remains capable of communicating and demonstrating all skills required for the position.

b. Attends at least 80% of scheduled staff meetings, and 100% of mandatory meetings and inservices.

c. Acquires at least 3 hours of relevant continuing education per quarter.

d. Completes SWANK (computer based learning) modules timely per policy.

e. Completes process for renewing NCNA Registry listing and if NA II, listing by the NC Board of Nursing well before expiration date, without prompting.

11. Personnel responsibilities.

a. New employees are given orientation to the floor, and training in the Nursing Assistant I/II role.

b. Resolve staffing issues due to work load/PT needs with approval of Charge Nurse/Director.

c. Provides input into the performance review process for assigned employees.

12. Performs other duties as assigned.

- Runs errands

- Assists in the orientation of new personnel

- Other duties as assigned

a. Effectively explains procedures and protocols, demonstrates techniques, and answers questions when assisting with the orientation of new personnel, as assessed through observation and feedback.

b. Accomplishes routine and non-routine miscellaneous assignments in accordance with procedure or instructions, and time frames.

SUPPLEMENTAL PAGE FOR NURSE AIDE I and II

Additional duties of the Nursing Aide on health care team: The licensed nurse maintains accountability and responsibility for the delivery of safe and competent care. Decisions regarding delegation of any of the activities below are made by the licensed nurse on a client-by-client basis. The following criteria must be met before delegation of any task may occur:

- Task is performed frequently in the daily care of a client or group of clients
- Task is performed according to an established sequence of steps
- Task may be performed with a predictable outcome
- Task does not involve on-going assessment, interpretation or decision-making that cannot be logically separated from the task itself

(1) Oxygen Therapy

- Room set-up
- Monitor flow rate

(2) Break-up and removal of fecal impaction

(3) Sterile dressing change/wound irrigation

- Irrigation on wound over 48 hours old
- Simple Dressing changes

(4) Urinary Catheters

- Catheterizations (insertions or removals)

(5) Complete Accuchecks

(6) Suctioning

- Oropharyngeal
- Nasopharyngeal

(7) IV Fluid – Assistive activities

- Assemble/flush tubing
- Monitoring flow-rate
- Site care/dressing change
- Discontinuing peripheral intravenous infusions

NA II ONLY:

Elimination procedure

- Ostomy Care
- Irrigation