



JOB DESCRIPTION -- CNA (CERTIFIED NURSING ASSISTANT)

Job Description:

The Certified Nursing Assistant is a para-professional employee trained to provide personal care and related services in the home. He/she functions under the direction, instruction and supervision of a registered nurse.

Qualifications:

- Has completed the 9th grade
- Has the ability to read and write consistent with the job requirements
- Has completed a nursing assistant course given by a facility that is accredited by the State of Maryland for which a certificate has been granted
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the care recipient and the agency personnel
- Has successfully completed a CNA skills assessment
- Has passed a required criminal background check prior to beginning employment
- Has a reliable means of transportation
- Receives a physical examination, including a test (or x-ray) for tuberculosis, annually
- Understands principles of nutrition and meal preparation
- Understands the principles of the aging process
- Knows procedures for maintaining a clean, healthful and pleasant environment
- Maintains the confidentiality of patient care
- Able to maintain detailed records of patient care in a timely fashion
- Practices good hygiene and is neat in personal appearance
- Comprehends the necessity of assisting patients to achieve maximum self-reliance
- Shows good judgment and tact
- Has an interest and concern for people

Responsibilities:

- Maintains confidentiality
- Performs routine housekeeping tasks as related to a safe and comfortable environment
- Follows universal precautions
- Reports any change in the patient's physical or mental condition or in the home situation to supervisor

- Writes notes on her time with patient and incorporates them into clinical record
- Provides simple emotional support to patient
- Attempts to promote patient's mental alertness through involvement in activities of interest
- Follows nurse's or physician's care plan
- Follows emergency procedures when necessary
- Encourage patient to be as independent as is feasible
- Measures and records vital signs
- Gives patient a partial bath (bed bath, bed shampoo)
- Assists patient with shower, tub bath
- Assists patient from bed to wheelchair, from bed to chair, repositioning patient in bed and in wheelchair, assisting with turning patient
- Assists with oral care, including cleaning and storing dentures
- Changes linens in an occupied bed
- Assists with use of a bedpan
- Performs range of motion exercises
- Assists with dressing patient
- Assists patient to walk with or without walker or cane
- Measures and records intake and output
- Assists with feeding
- Provides hair, nail and foot care
- Gives catheter, ostomy care
- Explains processes to patient
- Reports to Registered Nurse

I have been provided with a copy of my job description and I agree to perform the responsibilities outlined to the best of my ability. I realize that failure to do so may be grounds for termination.

Caregiver's Printed Name

Date

Caregiver's Signature