

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Certified Nurse's Aide	Grade	
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Department	Home Health and Hospice	Exempt	
Immediate Supervisor	HCS Patient Care Coordinator	Non-exempt	X
Supervisor next in line	HCS Manager	Workweek	40

POSITION SUMMARY

Under supervision of professional staff, performs direct patient care. Provides safe, efficient and caring services that focus on priority health needs of the individual patient/client. Is involved in active participation with the patient and family to enable them to attain and maintain optimum health practices acceptable as outlined by state regulations.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Must be certified as a nurse's aide by the state of Montana.
 Must have current Home Health Aide certification.
 Must have a clean abuse registry record.
 Must be CPR certified.
 Must have a valid driver's license and a reliable vehicle.
 Have current auto liability insurance.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental & infection control standards.
2	Maintains sufficient knowledge to complete orientation instruction and training of assigned personnel.
3	Cooperates with other personnel to achieve department objectives and maintain good employee relations, interdepartmental objectives, and infection control policies.
4	Provides direct patient care and communicates response. Consults with registered nurses, therapists or supervisor as required for direction.
5	Monitors patient conditions and makes a complete and accurate report to the primary nurse or therapist as required and advised.
6	Demonstrates sensitivity to patient's comfort and privacy and expresses interest in their progress.
7	Is adherent with CMMC's policy on strict patient confidentiality guidelines and meticulously adheres to them in dealings with staff, family and community.
8	Performs duties assigned on Home Health Aide assignment form and accurately documents duties performed on required forms.
9	Provides personal care to patients including all ADL functions, vital signs, medication reminders, meal preparation, light housekeeping, exercises, ambulation, transfers, and helps patient retrain in self-help skills. Transports patients in vehicle when assigned.
10	Interacts in an emotionally supportive way with patients, families, and other caregivers.
11	Completes required paperwork thoroughly, accurately and in a timely manner.

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| 12 | Participates in educational programs and inservices meeting the twelve hours of continuing education required per year for CNA certification. |
| 13 | Attends meetings as required. |
| 14 | Participates in or provides information for patient care conferences or interdisciplinary team meetings. |
| 15 | Completes other duties as assigned. |

Knowledge, Skills, Abilities:

Communication skills to effectively relate to/with patients, families, caregivers, co-workers and the general public.
Ability to perform assigned duties independently and accurately with minimal supervision.
Ability to adapt to fluctuations in work load or patient assignments and perform appropriately in crisis and emergency situations when time is of the essence.
Judgement to seek guidance and directions, when needed, for performance of duties and ability to recognize, establish and respond to priorities.
Ability to work under stressful conditions.
Willingness to attend inservice programs and ask questions to maintain and improve knowledge level.
Ability to read, write, perform basic mathematical computations, follow written and verbal directions.
 Must have the **willingness** and **ability** to drive on various roads in a variety of weather conditions.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	Rare
	Noise	
X	Other (Specify)	Contact with agitated and/or combative patients/family members.
X		Variety of weather/ travel conditions.
X		Exposure to animals.
X		Potential exposure to toxic chemicals and electrical hazards.
X		Unsanitary home environments.

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date