

Northern Rockies Medical Center

 **right care. right Here.**

Position: C.N.A.	
Department: Acute	
Reports To: Charge Nurse or other Designated Supervisor	
FLSA Status: Non-Exempt	OSHA Exposure Category: (I)
Effective Date: January 2007	Revised: 12/2007, 05/2012, 10/2015, 04/2016

Job Objective: Provide basic nursing care to patients in the Critical Access Hospital setting under the direction and supervision of Registered Nurses and/or Licensed Practical Nurses. Coordinate care with other disciplines (i.e. Physical Therapy). This position serves adult, geriatric, and pediatric populations.

Qualifications:

1. High School Diploma or GED preferred.
2. Current Montana C.N.A. License
3. 1-3 years of C.N.A experience preferred.
4. Current BLS required.
5. Proven problem-solving, analytical skills and organizational/time management skills required.

Job Duties:

1. Delivers basic patient care under the guidance and direction of the RNs and LPNs on the unit to safely meet the needs of the patient(s). The C.N.A. refers to the patient care check list to maintain patient care goals and communicate with the RN/LPN to coordinate work load and patient priorities. This care includes but is not limited to the following job functions:
 - a. Receive report, prioritize patients that are critically ill, difficult, or scheduled for surgery first.
 - b. Maintain of 24 Hour I&O flow sheets for every patient.
 - c. Record vitals in appropriate documentation and inform RN/LPN of any abnormalities.
 - d. Basic C.N.A. assessment, inform RN/LPN of any change in patient status.
 - e. Recording intake after meal(s).
 - f. Answer call lights and phones throughout shift.
 - g. Chart in C.N.A. flow sheets for patient(s).
 - h. Keep patients hydrated making sure to replace with fresh water at the end of every shift.
 - i. Collect specimen(s) and deliver to lab.
 - j. Empty output equipment throughout shift (Urinals, commodes, foleys, gastric suction, and catheters).
 - k. Give AM/PM care to patient(s) that request.
 - i. Meet patient personal hygiene needs and goals. Assist patient with activities of daily living such as ambulation, transferring to chair, eating and grooming.
 - ii. Monitor patient activity to prevent harm, remove obstacles as part of fall prevention protocol.
2. Assist in maintaining Unit function to include but not limited to the following job functions:
 - a. Clean up after meal(s) and return dishware to Long-Term care facility.
 - b. Maintain clean patient area(s) to include patient room(s).

- c. Empty trash (removing bags to bins outside ER), clean bathroom, stock fresh linen, make beds, remove equipment not being used.
 - d. Bag dirty laundry and transport to designated area.
 - e. Keep utility and stock room neat and free from debris.
 - f. Clean and stock Dietary kitchen.
 - g. Defrost and clean refrigerator in Dietary Kitchen as needed.
3. Assist in receiving patients into the facility to include but not limited to the following job functions:
 - a. Guide and/or assist patient to the appropriate room.
 - b. Perform initial intake duties to include weight and vitals.
 - c. Fill out clothing intake sheet and have patient sign for their record.
 - d. Have patient sign appropriate form(s) if not done at Admissions Office.
 - i. Patient Rights
 - ii. Privacy Practice
 4. Demonstrate the ability to maintain professional relationships with peers, supervisors, physicians, and patients.
 5. Maintain patient care, respond to changing work priorities, and communicate professionally and respectfully.
 6. Adhere and uphold NRMCM customer service policies and standards of care.
 7. Maintain performance and attendance in a consistent manner as assigned by Nursing Administration.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMCM resources.

Schedule: This position requires working flexible shifts (AM/PM), weekends, and holidays. In addition to scheduled shifts the position requires attendance of meetings, educational classes, unit staff meetings, quality improvement or clinical case review, unit competencies, or certification courses. During times of low census this position may be

encouraged to take time off utilizing PTO, days off without pay, or remain on call if not needed for a regularly scheduled shift.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital includes all areas of the NRMC campus. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that routinely involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of personal protective equipment or appropriate protective measures are required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date