



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: C.N.A.

LOCATION: Med / Surg

REPORTS TO: Director of Med / Surg

SUMMARY:

This Certified Nursing Assistant position requires work in a med/ surg, (hospital), environment, requiring patience and efficiency and performing the following duties.

DUTIES:

1. Answers call lights.
2. Takes vital signs and records them accurately. (On nurse's notes or vital sheet).
3. Assists patients with meals and nourishment.
4. Maintains intake and output and weights.
5. Provides hygienic and comfort care such as; bathing, oral care, peri-care, turning, changing beds and feeding.
6. Assists with ambulation of patients.
7. Assists with transportation of patients as needed.
8. Maintains clean and organized work and patient care areas.
9. Collection of specimens, such as UAs and 24 hour urine.
10. Maintains a safe environment for each patient.
11. Assists in ordering, restocking of supplies and equipment on unit; dressing cart, ED, Specialty Clinic and juices.
12. Cleans and maintains utility room, equipment such as IV poles, wheelchairs, commodes and other assigned cleaning duties.
13. Performs certain duties of Unit Coordinator, such as; answering phones, paging on radios, filling out requisitions, if Unit Coordinator is too busy or not on duty.
14. Utilizes effective and appropriate communication.
15. Cooperates with all staff in providing efficient and quality patient care.
16. Effectively manages time for the benefit of all.



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17. Demonstrates professional behavior and dress in all phases of the job.
18. Performs other related duties as assigned.
19. Participate in committees as assigned;
20. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
21. Perform in accordance with EPMC vision, mission and goals;
22. All other duties as assigned.

COMPETENCIES:

High school graduate or equivalent. CPR certification; Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

QUALIFICATIONS:

Experience as CNA, NA (must be CNA within one year of employment) or LPN in direct patient care

PHYSICAL REQUIREMENTS:

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.



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Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

Visual acuity: color, depth perception, and field of vision.

Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

WORK ENVIRONMENT:

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal medical center exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment.

ACKNOWLEDGMENT

I, _____, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: _____ Date: _____