



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

POSITION: CNA

LOCATION: Prospect Park Living Center

REPORTS TO: Director of Nursing (PPLC)

**SUMMARY:**

This Certified Nursing Assistant position requires work in a geriatric environment, requiring patience and efficiency and performing the following duties.

**DUTIES:**

1. Participate in and receive the nursing report upon reporting to duty.
2. Follow established policies concerning exposure to blood/body fluids.
3. Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.)
4. Assists residents with bath functions (i.e., bed-bath, tub or shower bath, etc.) gives backrubs, assists residents with dressing/undressing, hair care functions (i.e. combing, brushing, shampooing, etc.), assists with nail care (i.e. clipping, trimming and cleaning the finger/toenails).
5. Shave male residents and keeps female residents' clean shaven (i.e., facial hair, under arms, legs, etc.).
6. Keeps residents dry and clean (i.e., change gown, clothing, linen, etc. when it becomes wet or soiled).
7. Makes beds (occupied and unoccupied) and puts extra covers on beds as requested.
8. Positions bedfast residents in correct and comfortable position.
9. Assists residents with bowel movement and bladder functions (i.e., take to bathroom, offer bedpan/urinal and portable commode).
10. Check and report bowel movements and character of stools prepare and give enemas and collect specimens as instructed.
11. Assists residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.) and in preparing for social activities (i.e., church services, parties, visitors, etc.).
12. Transports residents to and from appointments, activities, social programs, etc.
13. Assist with lifting, turning, moving, positioning and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
14. Provides eye and ear care (i.e. warm/cold compresses, eye/ear instillation, cleaning



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eyeglasses/hearing aides, etc.) as instructed.

15. Answers resident's calls promptly and checks frequently on residents who are unable to call for help.
16. Checks each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
17. Ensures that the resident's room is ready for receiving (i.e., bed made, name tags up, admission kit available, etc.)
18. Uses the wristband or photo card file to identify residents before administering treatments, serving meals, etc. as necessary.
19. Reports any incidents to the charge nurse, DON or ADON.
20. Participate in committees as assigned;
21. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
22. Perform in accordance with EPMC vision, mission and goals;
23. All other duties as assigned.

**COMPETENCIES:**

Current Colorado Certified Nurses Assistant license required. CPR certified

**QUALIFICATIONS:**

Must have a knowledge of and interest in the care of geriatric residents and experience working with geriatric residents for a minimum of two (2) years.

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.

**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.



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

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.

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.



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

**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: \_\_\_\_\_