**POSITION SUMMARY:**

Assist professional nursing personnel in providing quality care to patients of all ages and developmental stages with acute and chronic illness and needs. Adheres to facility Standards of Conduct and practices.

**POSITION ACCOUNTABILITIES:**

1. Promote the mission, vision, and values of the organization.
2. Consult with and keep charge nurse informed of unit activities, needs, and problems related to patient care.
3. Comply with established nursing standards.
4. Know and follow hospital policies, procedures, and established routines.
5. Utilizes supplies and equipment in cost effective manner.
6. Maintain a clean, orderly, and safe environment for patients, visitors and personnel.
7. Cooperate and collaborate with other personnel to achieve department objectives and maintain good employee, interdepartmental, and public relations.
8. Maintain patient rights and confidentiality of patient information.
9. Demonstrates ability to lift, transfer and transport patients.
10. Attend required meetings, in-services, and educational programs.
11. Completion of Certified Nurse Aide program within 6 months of hire date.
12. Enhance professional growth and development through educational programs, workshops, conferences, and maintaining BLS certification.
13. Protect patient’s privacy by ensuring patient’s charts or items with patient information is not left unattended.

14. Utilizes proper lifting and body mechanics to prevent personal injury.

15. Demonstrates attitude of cooperation and professionalism when working.

16. Maintains confidentiality of all sensitive patient data.

17. Participates in drills and demonstrates knowledge of the Emergency Operations Plan.

**PERFORMS SUCH TASKS AS THE FOLLOWING:**

1. Perform routine duties and non-routine duties under the direction and supervision of the RN.
2. Answer call lights promptly; responds to patient needs in a timely and courteous manner.
3. Reports any complaints or abnormal findings to the RN.
4. Give personal hygiene care such as bath (bed, shower, or tub), shampoo, oral care, shave, nail care and catheter care.
5. Prepare and assist patients with meals. Pass nourishment and water.
6. Demonstrates ability to obtain and document patient temperature, pulse, respirations, blood pressure, weight and intake/output as directed by RN.
7. Assist patients with commode, bedpans, urinals, and bathroom. Measure and document intake and output as requested. Collect specimens (urine and stool) and take them to lab.
8. Ambulate, exercise, reposition bed-ridden patients a minimum of every two hours. Keep patients clean and dry.

11. Perform hourly rounding and offer assistance if needed.

**PERFORM SIMPLE TREATMENTS AND TEST AS ORDERED SUCH AS:**

1. Check medical and non-medical equipment in use for proper functions. Report any malfunctioning equipment and other defects to the RN immediately.
2. Check stock supplies and linens. Check for defects and outdating.
3. Perform admission and discharge duties as directed.
4. Escort patients when discharged or transferred.
5. Keep patient rooms neat, clean, and orderly. Provide clean linens and change beds as often as necessary. Dispose of soiled linens and waste in proper receptacle.
6. Perform light housekeeping. Keep room clean and clutter free.
7. Direct visitors; explain restrictions, visiting hours, etc.
8. Run errands for patient and staff.
9. Assist in preparing body after death.
10. Performs capillary blood glucose test.
11. Clean glucometer after each patient use with approved cleaning agent.
12. Drain and record accurate output of Foley catheter.

15. Perform all other duties as assigned.

**POSITION QUALIFICATIONS:**

|  |  |
| --- | --- |
| Minimum Education | High school diploma or equivalent |
| Experience: | Previous experience preferred |

|  |  |
| --- | --- |
| Required Courses/Training: |  |
| Required Certification/Registration: | Pursuit of CNA certification |
| Certifications: | Minimum: BLS |
| Working Conditions**:** | May be exposed to a variety of healthcare settings, including clinical, office or maintenance environments. Stressful, pressure, and frustrations related to ill patients and stressed family. Subject to exposure to all environmental hazards associated with hospital work. |

**Activity:**

|  |  |  |
| --- | --- | --- |
| Sitting | Occasionally 1-33% | 10 % of Working Hours |
| Walking | Continuously 67-100% | 80% of working Hours |
| Standing | Continuously 67-100% | 20% of working Hours |
| Bending | Frequently 34-66% | 30% of working Hours |
| Squatting | Occasionally 1-33% | 10% of working Hours |
| Climbing | Occasionally 1-33% | 10% of working Hours |
| Kneeling | Occasionally 1-33% | 10% of working Hours |
| Twisting | Occasionally 1-33% | 10% of working Hours |
| Lifting 0-50 lbs. | Frequently 34-66% | 30% of working Hours |
| Lifting 50+ lbs. | Frequently 34-66% | 30% of working Hours |
| Carry 0-50 lbs. | Occasionally 1-33% | 10% of working Hours |
| Carry 50+ lbs. | Occasionally 1-33% | 10% of working Hours |
| Pushing 0-500 lbs. | Frequently 34-66% | 10% of working Hours |

|  |  |
| --- | --- |
| Other Requirements*:* | * Subject to electrical and flammable/explosive gas hazards. * May be exposed to infectious and contagious diseases. * May be in contact with patients under a wide variety of circumstances. * Able to handle emergency or crisis situations. * May occasionally be subjected to irregular hours. * May be exposed to respiratory risks and safety sensitive situations. * May be required to wear protective equipment as necessary. * Possesses problem solving skills of the type and at a level necessary to accomplish the job. * Demonstrates good time management and organizational skills. |
| **Visual and Hearing Requirements*:*** | Yes--Must be able to see with corrective eye wear  Yes--Must be able to hear clearly with assistance |

The above statements reflect the general details necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The health care employee will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The health care employee agrees to keep all patient information in strictest confidence at all times. At no time during or after work status will the health care employee use or disclose to any person any patient information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the health care employee will return all patient information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the health care employee will read and abide with the policies outlined in the “Orientation Handbook” and is responsible to comply with any revisions that are communicated. The orientation handbook describes important information about Eastern Oklahoma Medical Center; the health care employee should consult their supervisor/HR Director regarding any questions not answered in the handbook.

Health care employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

**Health Care Employee Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities

I have read, understood and had the opportunity to ask questions regarding this position description.

**\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date                   Employee Signature                                  Employee Printed Name**