

**CLAIBORNE MEMORIAL MEDICAL CENTER**  
**Nursing Department**  
**Job Description**

**CERTIFIED NURSE'S AIDE/ORDERLY – MEDICAL/SURGICAL UNIT**

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

Assists under the supervision of the general staff nurse or designated practical nurse and performs many tasks which do not require professional training or education. Transports patients from one place to another; bathes and dresses patients; combs hair; cleans teeth and cares for nails; provides bedpans and urinals for patients. Makes beds, feeds patients, does minor dressings and soaks, and takes vital signs. Performs other duties as assigned.

**GENERAL DUTIES:**

1. Support your manager and administration in the implementation of the hospital's mission, vision, and overall goals.
2. Actively participate as a member of your department by providing excellent customer service, identifying areas for improvement and implementing operational changes.
3. Assist your department in providing efficient and effective patient care by actively participating in the orientation process, your department meetings, available educational events, personal performance evaluations and focused counseling opportunities.
4. Promote high standards of performance by exhibiting compassion and professionalism at all times and by being responsible for your actions, attitude, and body language.
5. Communicate in a timely and effective manner using multiple communication mediums. This includes notes, e-mails, phone calls, one-on-one interaction, and participation in meetings.
6. Support performance improvement monitoring by collecting data, reporting incidents, identifying patient care problems and providing performance information to your manager.
7. Assist your manager in meeting departmental budget goals, identifying capital equipment needs, and developing new strategic goals for the department.
8. Follow all departmental and hospital policies. Request clarification and guidance if needed.
9. Keep track of equipment and supplies to make sure your department retains the tools needed to provide patient care and to assure departmental resources are used wisely.
10. Manage your time to assure you clock in and out as scheduled, complete your assignments within the scheduled timeframe, and minimize changes in the departmental work schedule.

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Required to have a current certificate or have equivalent experience.
3. Required to maintain a current certification in CPI.
4. Required to complete annual restraint education.
5. Required to participate in annual Infection Prevention education.

6. Required to follow Infection Prevention guidelines (i.e., proper use of isolation precautions, proper use of PPE, etc.)
7. Required to follow all Employee Health protocols (i.e., annual TB skin test, annual flu vaccine, and annual employee physical (if maintaining insurance benefits), etc.)
8. Required to complete annual training including HEAT, and Ethics.
9. Required to attend all mandatory inservices including departmental meetings.
10. Required to be a role model and support person for other CNA's.
11. Required to participate in monthly PI.
12. Required to have basic computer knowledge.
13. Required to have the ability to communicate effectively in English, both written and verbally.
14. Required to pass pre-employment drug screen and random drug screens.

### **PROFESSIONAL REQUIREMENTS:**

1. Adheres to dress code, appearance is neat and clean.
2. Completes annual education requirements.
3. Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
4. Maintains and ensures patient confidentiality at all times.
5. Reports to work on time and as scheduled, completes work within designated time.
6. Wears identification while on duty, uses computerized punch time system correctly.
7. Completes inservices and returns in a timely fashion.
8. Attends annual review and department inservices, as scheduled.
9. Attends at least 10 staff meetings annually, reads and returns all monthly staff meeting minutes.
10. Represents the organization in a positive and professional manner.
11. Actively participates in performance improvement and continuous quality improvement (CQI) activities.
12. Complies with all organizational policies regarding ethical business practices.
13. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.

### **STAFFING/SCHEDULE:**

Schedules are provided for each department in a four (4) week time frame. Depending on needs of the department (i.e., census, employee illness, vacation requests, etc.) staff may be asked to work other shifts to cover the department with the appropriate number of staff. This includes:

1. Working shifts that are not the employee's normally scheduled shifts.
2. Working departments that are not the employee's normally scheduled department.
3. Working times that are not the employee's normally scheduled time (i.e., 7a – 7p, 7p – 7a).
4. Taking call for the unit – Call means that you do not report to work unless the need arises and you are notified that extra staff is called to work. Taking call means that you are available for a set time frame, normally a 12 hour shift, and that you can report to work within 30 minutes after notification, and will work the shift or until the need for extra staffing has been fulfilled.
5. If asked to work a different shift or to take call, the employee will be paid according to the facilities set shift differential and call pay rates.

### **JOB KNOWLEDGE:**

1. Techniques of administering treatments.
2. Preventing spread of disease by proper disposal of infected material and cleaning of equipment.
3. Method of handling sterile material under supervision.
4. First-Aid assistance to render in emergencies.

5. Operation of appliances.
6. Possibility of cuts or minor burns from instruments and equipment.
7. May be exposed to communicable diseases.
8. Possibility of strains due to moving patient or injury from irrational patients.
9. Knowledge of procedures and techniques involved in administering simple treatments and providing related bedside patient-care service. Familiarity with location of various departments and with general regulations of the hospital. Understanding of standard techniques used in providing personal services for patient and in caring for equipment and supplies. Good understanding of basis of asepsis and sterile techniques to avoid infection of patients and self or contamination of equipment and supplies.

**SPECIFIC DUTIES:**

1. Must have a genuine interest in hospital nursing.
2. Willingness to work with realization that errors may have serious consequences for patients.
3. Patience and tact in dealing with patients, their families, and visitors.
4. Some initiative and judgment in recognizing symptoms indicative of patient's adverse reactions to treatments.
5. Willingness to perform a variety of simple repetitive tasks, many of which involve unpleasant conditions.
6. Administering personal hygienic and therapeutic measures for patients as desired.
7. Assisting with diagnostic procedures.
8. Applying dressings, binders, ointments, powders, and other aids as prescribed by professional nurse or physician.
9. Following other instructions issued by a registered nurse.

**PHYSICAL DEMANDS:**

1. Good physical and mental health.
2. Must be able to withstand strenuous physical activity.
3. Walking and/or standing approximately 90% of the day.
4. Sitting approximately 10% of the day.
5. Must be able to lift up to 30 lbs. (no less than 20 lbs.) less than 20% of the day.
6. Must be able to bend, stoop, kneel, and reach over the head less than 50% of the day.
7. Manual dexterity to handle instruments and equipment.
8. Visual and aural activity to detect changes in patient's condition.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The Certified Nurse's Aide/Orderly is directly responsible to the Charge Nurse or Registered Nurse.

**DIRECT REPORTS:**

None

**ACCEPTANCE:**

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**Signature**

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**Date**