

REPORTS TO:	Medical Surgical Manager
REVISED:	09/21, 05/24, 03/25, 08/25
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for ***Advancing Exceptional Care*** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

QUALIFICATIONS:

Education and/or Experience

- High School graduate or equivalent preferred
- Must complete and pass a 75-hour nursing assistant course

Certificates, Licensure, Registrations

- Current Certification as a Nursing Assistant in State of Iowa
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- Weekend and Holiday rotation as needed.
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.

- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Provides competent patient care by obtaining and utilizing clinical/critical thinking skills in appropriately interpreting data, making appropriate decision based on demonstrated knowledge of age-specific growth and development, and appropriately adapting procedures and treatments.

- Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action.
- Carries out provider orders accurately and timely as directed by nurses within CNA's scope of practice.
- Works autonomously within the CNA scope of practice to complete duties, seeking guidance and asking questions as needed to ensure care is provided per established standards.
- Identifies emergency situations appropriately and initiates or assists in patient care in an effective and responsive manner
- Performs and/or assists in emergency treatment as required in accordance with CNA's scope of practice.
- Follows emergency policies, procedures, and protocols in an effective manner.
- Serves as a steward for the hospital's human and material resources. Meets productivity expectations of unit/department as defined by nurse manager.

Effectively communicates with all members of the healthcare team.

- Communicates pertinent patient condition changes to co-workers and to multidisciplinary care givers.
- Openly receives communication, direction, and feedback from supervising nurse regarding patient care needs as well as personal performance.
- Demonstrates positive, caring communication with patients, visitors, and coworkers while refraining from negative, unprofessional conversations.
- Utilizes SBAR format when communicating to other healthcare workers.
- Communicates openly, honestly, respectfully, and directly in a timely manner with all customers.
- Proactively communicates safety concerns to immediate supervisor.

Documents patient information in the electronic/paper medical record in an accurate and timely manner

- Completes necessary paperwork to facilitate billing and charging.
- Maintains active logins/passwords for computer software system that support patient care and education.

Promotes and ensures patient and employee safety in performance of all responsibilities.

- Demonstrates proficient technical and clinical skills within scope of practice and operational knowledge of equipment on unit.
- Works within scope of practice.
- Performs skills and duties assigned competently.
- Utilizes proper body mechanics, transfer/lifting techniques, and appropriate equipment to minimize fall risk to patient and injury to self.
- Proactively identifies safety concerns surrounding the work environment, acts as needed to secure the safety risk, and communicates these concerns with the appropriate department to correct the situation.
- Supports and abides by all CRHC departmental and safety policies and procedures.

Supports and participates in CRHC performance and quality improvement initiatives, and activities

- Participates in unit level and organization level committees.
- Identifies and takes action to solve problems, support process improvement teams, which influence customer satisfaction, clinical outcome and financial stability.

Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.

- Demonstrates a commitment to the practices of Quality Improvement (QI).
- Regularly attends Department huddles
- Completes tasks as outlined on Department Huddle Board

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____