

<b>REPORTS TO:</b>	Medical Surgical Manager
<b>Reviewed:</b>	09/2021, 05/2024
<b>Revised:</b>	05/2024

**PRIMARY FUNCTION:**

Provides direct patient care under the supervision of the RN and/or LPN in the Med/Surg setting. Performs primary care tasks and able to work with age specific populations according to the setting. Assists in indirect patient care by performing clerical duties, requisition supplies, equipment cleaning, and performs tasks as directed by unit personnel. Responsible for ADVANCING EXCEPTIONAL CARE through the implementation of policies, protocols, and practice guidelines; participating in rigorous performance improvement monitoring and staff education.

**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

	<b>Essential Job Duties and Responsibilities</b>
1.	<p>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.</p> <ul style="list-style-type: none"> <li>• Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action.</li> <li>• Carries out provider orders accurately and timely as directed by nurses within CNA's scope of practice.</li> <li>• 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.</li> <li>• Identifies emergency situations appropriately and initiates or assists in patient care in an effective and responsive manner</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Performs and/or assists in emergency treatment as required in accordance with CNA's scope of practice.</li> <li>• Follows emergency policies, procedures, and protocols in an effective manner.</li> <li>• Serves as a steward for the hospital's human and material resources. Meets productivity expectations of unit/department as defined by nurse manager.</li> </ul>
2.	<p>Effectively communicates with all members of the healthcare team.</p> <ul style="list-style-type: none"> <li>• Communicates pertinent patient condition changes to co-workers and to multidisciplinary care givers.</li> <li>• Openly receives communication, direction, and feedback from supervising nurse regarding patient care needs as well as personal performance.</li> <li>• Demonstrates positive, caring communication with patients, visitors, and coworkers while refraining from negative, unprofessional conversations.</li> <li>• Utilizes SBAR format when communicating to other healthcare workers.</li> <li>• Communicates openly, honestly, respectfully, and directly in a timely manner with all customers.</li> <li>• Proactively communicates safety concerns to immediate supervisor.</li> </ul>
3.	<p>Documents patient information in the electronic/paper medical record in an accurate and timely manner</p> <ul style="list-style-type: none"> <li>• Completes necessary paperwork to facilitate billing and charging.</li> <li>• Maintains active logins/passwords for computer software system that support patient care and education.</li> </ul>
4.	<p>Promotes and ensures patient and employee safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> <li>• Demonstrates proficient technical and clinical skills within scope of practice and operational knowledge of equipment on unit.</li> <li>• Works within scope of practice.</li> <li>• Performs skills and duties assigned competently.</li> <li>• Utilizes proper body mechanics, transfer/lifting techniques, and appropriate equipment to minimize fall risk to patient and injury to self.</li> <li>• 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.</li> <li>• Supports and abides by all CRHC departmental and safety policies and procedures.</li> </ul>
5.	<p>Supports and participates in CRHC performance and quality improvement initiatives, and activities</p>

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> <li>Participates in unit level and organization level committees.</li> <li>Identifies and takes action to solve problems, support process improvement teams, which influence customer satisfaction, clinical outcome and financial stability.</li> </ul>
6.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> <li>Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>Regularly attends Department huddles</li> <li>Completes tasks as outlined on Department Huddle Board</li> </ul>
7.	<ul style="list-style-type: none"> <li>Performs other responsibilities as requested by nurse leadership, and/or supervisors.</li> </ul>

<b>ESSENTIAL Work Environment &amp; Physical Requirements:</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	20 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation			X	

Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell		X		
<b>Sensory Requirements</b>	<b>Not Applicable</b>	<b>Accurate 20/40</b>	<b>Very Accurate 20/20</b>	
Near Vision		X		
Far Vision		X		
	<b>Not Applicable</b>	<b>No</b>	<b>Yes</b>	
Color Discrimination		X		
	<b>Not Applicable</b>	<b>Accurate</b>	<b>Minimal/Moderate</b>	
Depth Perception		X		
Hearing		X		

<b>Environment Requirements</b>		<b>Not Anticipated</b>		<b>Reasonably Anticipated</b>
<i>Occupational Exposure Risk Potential</i>				
Bloodborne Pathogens				X
Chemical				X
Airborne Communicable Disease				X
Extreme Temperatures		X		
Radiation				X
Uneven Surfaces or Elevations		X		
Extreme Noise Levels				X
Dust/Particulate Matter				X
Other (List)				X
<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours				X
Regular, punctual attendance for assigned shifts			X	X
Available to work overtime			X	

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