

Certified Nursing Assistant Performance Evaluation & Job Description

TITLE: Certified Nursing Assistant

EMPLOYEE NAME:

FLSA STATUS: NON-EXEMPT, BU

DEPARTMENT: Nursing

SUPERVISOR TITLE: Neighborhood Clinical Leader

REVIEW PERIOD: _____ **INITIAL:** ☐ **ANNUAL:** ☐ **REEVALUATION:** ☐

The purpose of this document is twofold:

1. As a position description, it is used to list job duties and responsibilities along with minimum education, experience and licensure requirements.
2. As a performance review document, it is used to assess employee performance relative to essential job responsibilities.

Position Summary:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. The primary purpose of your job position is to provide clerical support at the nursing station important to the life in the neighborhood. The support you provide includes telephone communications, typing, data entry, chart management, scheduling of personnel and requisitioning of medical supplies.

As the Certified Nursing Assistant the primary purpose of your job position is to provide each of your assigned residents with routine daily nursing care to meet resident personal care needs and comfort and to provide services in accordance with the resident's assessment and care plan as directed by your supervisors.

Note: The facility must Not employ or otherwise engage individuals who have been found guilty of abuse, neglect, exploitation, misappropriation of property, or mistreatment by a court of law; have had a finding entered into the State nurse aide registry concerning abuse, neglect, exploitation, mistreatment of residents or misappropriation of their property; or Have a disciplinary action in effect against his or her professional license by a state licensure body as a result of a finding of abuse, neglect, exploitation, mistreatment of residents or misappropriation of resident property.

Role Competencies:

Customer Service, Compliance & Teamwork

- Acts as a positive representative of the facility at all times.
- Maintains pleasant, respectful and courteous interactions with residents, families, staff and visitors.
- Remains open to new ideas, seeks to understand change and adapts positively.
- Builds and maintains positive working relationships.
- Adheres to corporate compliance program and standards of conduct.
- Answers call lights promptly in a courteous/professional manner.

Communication

- Practices effective communication skills with all customers and co-workers
- Demonstrates courteous behavior by introducing self, extending genuine words of concern, calling people by name, giving them their full attention and using appropriate body language.
- Demonstrates conflict resolution skills.
- Listens and accepts constructive feedback.

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- Personal Effectiveness
- Complies with all personnel policies
- Maintains active license
- Comes to work promptly on scheduled days.
- Demonstrates ethical and appropriate workplace behaviors.

Team player: Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.

Computer/Technical Skills: Displays proficiency using standard office equipment such as a fax, Xerox, scanner, etc. Demonstrates advanced proficiency with documenting using EMR technology.

Professional Qualifications:

- Must be a Certified Nursing Assistant in accordance with law of this state.
- Must have one-year experience as a Certified Nursing Assistant. Completion of a state approved training course for feeding assistance is required.
- Must be able to read, write, speak and understand the English language. Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies /personnel and the general public.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.

Inglis Person Centered Care Core Competencies

Competency	Behavioral
Ensures Accountability	Holds self and others accountable to meet commitments. <ul style="list-style-type: none"> ▪ Follows through with commitments and acts with a clear sense of ownership. ▪ Takes personal responsibility for decisions, actions, and failures. ▪ Establishes clear responsibilities and processes for monitoring work and measuring results. ▪ Designs feedback loops into work.
Effectively Communicates	Develops and delivers multi-mode communications that conveys a clear understanding of the unique needs of different audiences. <ul style="list-style-type: none"> ▪ Is effective in a variety of communication settings; 1:1, small group, large groups or among diverse styles. ▪ Attentively listens to others ▪ Adjusts to fit the audience and the message ▪ Provides timeline and helpful information
Actively Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives. <ul style="list-style-type: none"> ▪ Works collaboratively with others across the organization to achieve shared objectives ▪ Represents own interests while being fair to others and their areas ▪ Partners with others to get work done ▪ Credits others for their contributions and accomplishments ▪ Gains trust and support of others
Manages Conflict	Handles conflict situations effectively with a minimum of noise <ul style="list-style-type: none"> ▪ Steps up to conflicts, seeing them as opportunities ▪ Works out tough agreements and settles disputes equitably ▪ Facilitates breakthroughs by integrating diverse views and finding common ground or acceptable alternatives ▪ Settles differences in a productive way with minimum noise

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Competency	Behavioral
Instills Trust and Respect	Gains the confidence and trust of others through honesty, integrity and authenticity <ul style="list-style-type: none"> ▪ Follows through on commitments ▪ Is direct and truthful ▪ Keeps confidence ▪ Practices what he/she preaches ▪ Shows consistency between words and actions

Supervisory Responsibility:

None

Required Licensure:

Must be a Certified Nursing Assistant in accordance with law of this state

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	Safety Factors					Evaluation (✓ one box)	
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = no)	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirements Apply to Task (✓ = yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactorily (✓ = yes)	Needs Improvement (✓ = yes)
Job Related Responsibilities/Reporting/Documentation							
Records all entries on flow sheets, notes, charts, etc., in an accurate and timely manner.							
Reports all changes in the resident's condition to the Nurse Manager/Supervisor immediately.							
Reports all accidents and incidents observed to the Nurse Manager/Supervisor immediately.							
Immediately notifies the Nurse Manager/Supervisor of any resident leaving/missing from the facility.							
Observes and reports the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).							
Reports injuries of an unknown source, including skin tears and bruises.							
Maintains intake and output records as instructed.							
Weighs and measures residents as instructed. Notify nurse of changes in weight.							
Measures and records temperatures, pulse and respirations (TPRs), as instructed.							

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Job Related Responsibilities/Reporting/Documentation

Comments:

Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement

Training and Development

Attends and participates in scheduled training and educational classes to maintain current certification as a Nursing Assistant (12 hours annually)							
Attend and participate in orientations and activities as assigned.							
Attends and participates in annual OSHA and CDC in-service training programs for hazard communication, TB management and blood borne pathogens standard.							

Training and Development

Comments:

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Safety, Sanitation and Infection Control

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Uses the photo card file to identify residents before administering care, serving meals, etc., as necessary.							
If protentional for restraints check resident every thirty (30) mins and release restraints at least every two (2) hours for range of motion exercises, taking to bathroom, etc. Document when appropriate.							
Participates in appropriate in-service training programs prior to performing tasks that involve potential exposure to blood/body fluids.							
Maintains universal precautions whenever providing service for the resident. Washes hands before and after performing services for the resident.							
Keeps the nurses' call system within easy reach of the resident.							
Follows established safety precautions in the performance of all duties.							
Keeps resident's personal possessions and supplies off the floor and properly stored.							
Cleans, disinfects and returns all resident care equipment to its designated storage area after each use.							
Performs routine housekeeping duties (i.e., clean bedrails, over bed table, night stand, etc., that relate to nursing care procedures.							
Reports all hazardous conditions and equipment to the Nurse Supervisor/Charge Nurse immediately.							
Reports occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to your supervisor.							
Follows established infection control procedures.							

Safety, Sanitation and Infection Control

Comments:

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Equipment and Supply Functions

Use only equipment that you have been trained to use.							
Operate all equipment in a safe manner.							
Use only the equipment and supplies necessary to do the job. Avoid waste.							
Reports defective equipment to the Nurse Supervisor/Charge Nurse.							
Informs the Nurse Supervisor/Charge Nurse of your equipment and supply needs.							

Equipment and Supply Functions

Comments:

Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement

Residents' Rights

Maintain confidentiality of all residents HIPAA protected information to assure protection of resident rights.							
Knocks before entering a resident's room.							
Ensures that you treat all residents fairly and with kindness, dignity and respect.							
Ensures that all nursing care is provided in privacy.							
Reports all allegations of resident abuse and/or misappropriate of resident property.							

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Honors the resident's refusal of treatment request. Report such requests to your supervisor.							
Resident Rights Comments: 							
Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement							

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Customer Service, Compliance and Teamwork							
Perform all assigned tasks in accordance with Inglis policies and procedures and as instructed by your supervisors.							
Always act as a positive representative of Inglis.							
Have pleasant, respectful and courteous interactions with residents, families, staff and visitors.							
Remain open to new ideas, seek to understand change and adapt positively.							
Adhere to corporate compliance program and standards of conduct.							
Notify supervisors or nurse of any resident complaints.							
Answers call lights promptly in a courteous/professional manner.							
Follow work assignments and/or work schedules in completing and performing assigned tasks.							
Report all complaints made by the residents promptly.							

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Customer Service, Compliance and Teamwork

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Communication

Practice effective communications skills with everyone.							
Introduces self, demonstrates courteous behavior by extending genuine works of concern, calling people by name, giving them your full attention and using appropriate body language.							
Demonstrate courteous behavior by extending genuine concern, calling people by name, giving them your full attention and using appropriate body language and tone of voice.							
Ask questions for clarity, listen carefully, provide appropriate information in a manner others can understand. Check for understanding.							
Resolve conflicts.							
Listen well.							
Accept constructive feedback.							

Communication

Comments:

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Personal Effectiveness

Comply with Inglis policies.							
Maintain good attendance and comes to work on assigned days.							
Maintains Active Registry Enrollment							
Plans and organizes workload and time efficiently.							
Attend in-service education programs for self-development.							

Personal Effectiveness

Comments:

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Personal Nursing Care

Participates in and receives the nursing report upon reporting for duty. Maintains the residents dignity at all times.							
Reviews plan of care for assigned residents.							
Performs only those nursing care procedures that you have been trained to do.							
Assists residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.)							

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Assists residents with bath functions (i.e., bed bath, tub or shower bath, etc.) as directed							
Assists residents with dressing/undressing as necessary.							
Assists residents with hair care functions (i.e., combing, brushing, shampooing, etc.)							
Assists residents with nail care (i.e., clipping, trimming and cleaning the finger/toe nails). (Note: Does not include diabetic residents.)							
Shaves male residents.							
Keeps hair on female residents clean shaven (i.e., facial hair, underarms, legs, etc.) as instructed.							
Changes bed linens. Keeps linens tight to avoid wrinkles from forming under the resident.							
Positions residents in correct body alignment in and out of bed, and applies safety measures and assistive devices under the direction of the nurse. Repositions residents at a minimum of every two hours.							
Assists resident with bowel and bladder functions (i.e., takes to bathroom, offers bedpan/urinal, portable commode, etc.) and maintains toileting program as identified in the care plan.							
Assists in transporting residents to/from appointments, activity and social programs and for out of facility appointments, etc., as necessary.							
Assists with lifting, turning, moving, positioning and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.							
Performs and documents restorative and rehabilitative programs as instructed.							
Performs special treatments as instructed.							

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Personal Nursing Care

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Dining							
Prepares residents for meals (i.e., take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining room, etc.)							
Serves food trays. Assists with feeding as indicated (i.e., cutting foods, feeding, assist in dining room supervision, cuing, etc.)							
Records the resident's food/fluid intake. Reports changes in the resident's eating habits and/or poor meal completion to the nurse.							
Assures that resident's diet is consistent with care plan and orders particularly for those with swallowing problems requiring thickened liquids.							
Keeps resident's Drink-Aide clean and filled with fresh water (on each shift), and within easy reach of the resident.							
Prepares thickened liquids per policy.							
Serves between meal snacks and offer bedtime snacks to all residents.							
Performs after meal care (i.e. remove trays, clean resident's hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.)							

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Dining

Comments:

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Admission, Transfer and Discharge

Assumes responsibility for admission, discharging, transferring and caring for resident's personal belongings as assigned by the nurse.

Admission, Transfer and Discharge

Comments:

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I have received a copy of my position description for my records.

Employee Signature

Date

Supervisor or Designee Signature

Date