



JOB TITLE: Nurse Aide
DEPARTMENT: Nursing
DATE ISSUED: November 1990
DATE REVISED: July 2014

JOB SUMMARY:

Assists residents with activities of daily living providing nursing care and related services as is necessary to meet the personal needs and comfort of the residents, and assist in maintenance of a safe, clean environment under the direction of a licensed nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide for personal hygiene care which may include; complete or partial bath, back care, oral hygiene, combing hair, shaving, toileting, dressing resident, changing bed linen and other general care as is necessary.
2. Participates in both diversional and planned activities.
3. Transports residents using wheelchairs, mechanical lifts or assists residents walking.
4. Performs routine treatment procedures including; application of appliances for heat/cold, routine skin care and other minor skin treatments. Turns and repositions residents in bed, alone, or with the assistance of others.
5. Takes and/or records temperature, pulse, respiration, height, weight, and intake/output. Maintains elimination, restraint and appetite records. Reports variations from the normal.
6. Demonstrates competence in Achieve electronic medical records.
7. Prepares residents for meals, serves and removes food trays and assists with meals or feeds residents. This includes AM care/grooming, transportation to/from main dining room.
8. Promptly answers resident call bells, anticipates resident needs and makes rounds to assigned residents.
9. Assists residents with handling and care of clothing and other personal property including dentures, glasses, contact lenses, hearing aides and prosthetic devices (including marking of items).

10. Transports resident to and from various units and other areas of St. Paul's.
11. Walks with residents as needed.
12. Regularly provides for residents activities and comfort according to residents tolerance levels for example; up with assistance, walking, positioning.
13. Assists staff nurses in treatment procedures and collection of specimens; may transport specimens to lab.
14. Reports any changes observed in condition or behavior of residents and/or any unusual incidents.
15. Participates in and contributes to resident care plans.
16. Ensures that the bedside articles and resident call bell are always within reach and available for use.
17. Provides for resident privacy at all times, knocking before entering room, closing room doors, pulling cubicle curtains before providing care.
18. Establishes and maintains interpersonal relationships with residents assuring confidentiality of resident information.
19. Assists in maintaining a safe and clean environment by cleaning overbed and bedside stands, straightening of rooms, cleaning utility rooms, lounges and nourishment stations, reporting equipment that is out of order and other problems to Nurse Manager, appropriate handling of clean and dirty linen, complete cleaning assignments and written tasks of unit and prompt storage of supplies. Takes soiled linens, personal laundry and trash to designated areas.
20. Attends in service education programs as assigned/required.
21. Practices careful, efficient and non-wasteful use of supplies and linen.
22. All staff are responsible for cleaning up spills of food, fluids etc. anywhere noted.
23. Confidentiality critical.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. May be required to work rotating shifts on all floors.
2. Distributes drinking water and other nourishments to residents.
3. May accompany resident on appointments outside of St. Paul's.
4. All other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, well lighted and well ventilated building. Prolonged standing and walking. Repeated bending, squatting, stooping, exposure to all resident elements including infection, odors and to peculiarities in behavior and reactions of the elderly, assists with emergencies and in restraining violent or combative residents.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

High School graduate preferred. Completion of state approved Nurse Aide training course and must be deemed competent to be placed on the Pennsylvania Nurse Aide registry within four months from date of hire. Previous experience in hospital or nursing home preferred. Sense of responsibility, moral integrity, and common sense. Sincere desire to work with elderly. Patience and compassion essential. Pleasant, cheerful, tactful, courteous when handling residents and/or families. Ability to cooperate with other personnel. Ability to treat resident information confidential. This is a very active position requiring constant standing and walking, often in a dynamic manner. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist others with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must be able to perform the physical requirements of the position including lifting residents with help. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

Assists with training of newly hired nurse aides.

SUPERVISION RECEIVED:

Under the supervision of the Registered Nurse, Licensed Practical Nurse, Assistant Director of Nursing, RN Staff Educator and Director of Nursing following established procedures.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____

Date _____

Task Evaluation and Classification Record

Dep: Nursing - Nurse Aides

Date: Revised May 2012

All employees in this position have occupational exposure.

* AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely								Volume	Probability of Exposure			Route of Exposure			Protective Barriers to Use When Performing These Duties						
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Noncontact Skin	Mucous Membrane		Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask
Personal Care of Resident/ ADL Post Mortem Care	X	X	X	X	X	X	X	X		X				X			X	X		As needed		
Bladder Care Procedures inc. Bedpan; Incont.				X	X			X	X				X			X	X	X	X			
Bowel Procedures, Bedpan, Incont., Enemas					X			X	X				X			X	X	X	X			
Obtaining Specimens				X	X	X			X				X				X	X	X			
Temperature Monitoring					X	X		X	X				X					X		As needed		
Shaving Resident	X					X	X	X				X					X	X		As needed		
Handling of Linen	X	X	X	X	X				X				X				X	X	X	As needed		
First Aid/Emergency Care	X						X		X				X				X	X	X	As needed	As Needed	As Needed
Care of Equipment & Work Area	X			X	X	X			X			X					X	X	X			
Removal of Waste; Potential for Needlestick	X		X	X	X	X			X			X			X	X	X	X	X			
Assist with Procedure	X	X	X	X	X	X	X	X	X				X				X	X	X	As needed		
Cleaning Up Spills	X	X	X	X	X	X			X				X				X	X	X	As needed	As Needed	As Needed

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - Nurse Aide

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING			X		
STANDING				X	
WALKING				X	
SITTING		X			
CLIMBING	X				
BENDING/STOOPING			X		

MOVING/PUSHING/PULLING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds			X		
Over 100 pounds			X		

GRASPING/HOLDING WITH HANDS			X		
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING	X				