



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, Florida 33442

CNA– JOB DESCRIPTION

Job Summary

The CNA performs basic patient care activities under the direction of a licensed nurse. Collects data, assists patients with activities of daily living and documents action in patient record.

Organizational Behaviors

Educating customers and transferring knowledge, diagnosing and resolving problems, anticipating and addressing customer needs, functioning as an effective team member, acquiring and applying superior skills to achieve quality outcomes, and responding to a changing circumstance.

Skill-Based Competencies - Abilities:

Mental Power: Ability to make routine decisions that usually has a limited number of solutions. Ability to exercise judgments in the selection of the order of work assignments to meet clearly established schedules. Unusual cases or schedule changes are often referred to the immediate supervisor for resolution.

Physical Power: On feet/walk 8 hours a day. Assumes and maintains various postural positions including but not limited to: kneeling, reaching, stooping, bending, and crouching. Reposition patients. Transfer patients. Push/pull patients. Push/pull patients in a wheelchair.

Qualifications

- Requires knowledge of patient care in terms of what and how work is to be done.
- This staff member must demonstrate knowledge of the principles of growth and development over the life span of patients served.
- High school plus specialized, short term training in basic patient care.
- One to three years experience preferred. Received on the job training and competency verification to perform primary functions.
- Personnel course or similar training required prior to entering classification. Formal nurse' aide or medical technician training preferred.

Responsibilities

- Transports patients and document action on patient records. Monitor patients and collect information for documentation on patient record. Collect and record vital signs in patient records.
- Insures cleanliness of nutrition areas and general unit. Clean and store equipment. Empty trash, linen bags and sharp containers. Stack medical supplies, linens, and paper goods. Inventories equipment as required. Processes broken equipment as directed. Maintains equipment logs as required.
- Deliver specimen to laboratory, microbiology and pathology. Transports x-rays, blood and equipment. Delivers patient food trays and nourishment.
- Performs basic clerical duties such as answering phones, taking messages, filing and copying.
- Stamps and assembles patient charts. Posts laboratory and other tests results.
- Uses the computerized Patient Care Information System (PACIS) at the skill level commensurate with the responsibilities included in this description.
- Assist with activities of daily living such as feeding, bathing and walking patients.
- Administers oxygen under the direction of a licensed nurse. Performs other functions as required.

Employee Signature _____ Date _____