

Bethesda Home of Aberdeen, Inc.
Job Description

**Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

TITLE: Certified Medication Assistant/Certified Nursing Assistant – Bethesda Home

SUPERVISOR: Director of Nursing

JOB SUMMARY:

The primary purpose of your job position is to provide each of your assigned residents and others, with routine daily nursing care and services in accordance with the resident assessment and care plan; and as may be directed by your nurse supervisor and in accordance with current regulations, policies and guidelines. Also, to provide instruction to, and to welcome and mentor new employees in your department.

ESSENTIAL FUNCTIONS:

- Perform assigned day-to-day nursing assistant functions.
- May be required to assist in other areas than those assigned.
- Perform specific tasks in accordance with daily work assignments and established nursing procedures.
- Identify residents before administering treatments, serving meals, etc.
- Participate in and receive the nursing report upon reporting for duty.
- Record all entries on computer, flow sheets, notes, charts, etc.
- Use only authorized abbreviations established by this facility when recording information.
- Report all changes in the resident's condition to the Charge Nurse as soon as practical.
- Assist residents with daily dental and mouth care (brushing teeth/dentures, oral hygiene, special mouth care, etc.).
- Assist residents with dressing/undressing as necessary.
- Assist residents with hair care functions (combing, brushing, shampooing, etc.). Residents should be neat and presentable.
- Assist residents with nail care (clipping, trimming and cleaning the finger/toenails. Note: Does not include diabetic residents).
- Shave male residents.
- Keep hair on female resident's clean shaven (facial hair, underarms, legs, etc.).
- Transport residents to and from their rooms and other areas.
- Keep residents dry (change gown, clothing, linen, etc.), when it becomes wet or soiled.
- Change bed linens. Keep linens' tight to avoid wrinkles from forming under the resident.
- Make beds (occupied and unoccupied).
- Put extra covers on beds as requested.
- Position bedfast residents in correct and comfortable position.
- Assist resident with bowel and bladder functions (take to bathroom, offer bedpan/urinal, portable commode, etc.).
- Maintain intake and output records as instructed.
- Collect specimens as instructed (urine, sputum, stools, etc.).
- Keep incontinent residents clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Provide eye and ear care (warm/cold compresses, cleaning eyeglasses/hearing aids, etc.) as instructed.
- Assist in preparing the resident for a physical examination and/or medical tests (lab work, x-ray, and therapy, dental appt. etc.).

- Assist residents in preparing for activity and social programs (church services, parties, activities, visitors, etc.).
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
- Cooperate with inter-departmental personnel, as well as other facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the residents.
- Ensure that the resident's room is ready for receiving the resident (bed made, name tags up, etc.).
- Greet new residents and escort them to their room.
- Introduce new residents to other residents and personnel as appropriate.
- Make resident comfortable (get water, set in chair, put to bed, etc.).
- Inventory the resident's personal possessions as instructed.
- Store resident's clothing.
- Assist residents with packing their personal possessions when they are being transferred to a new room or when they are being discharged.
- Transport residents to new rooms or to the receiving area.
- Assist with loading/unloading resident from vehicles as necessary.
- Assist residents with bath functions (bed bath, tub or shower bath, etc.) as directed.
- Give backrubs as instructed.
- Assist residents to walk with or without self-help devices as instructed.
- Perform restorative and rehabilitative procedures as instructed.
- Assist with the application of nonsterile moist/dry, warm/cold compresses.
- Answer resident call lights promptly.
- Measure and record temperatures, pulse, and respirations (TPR's) as instructed.
- Ensure that residents who are unable to call for help are checked frequently.
- Check each resident routinely to ensure that personal care needs are being met according to the resident's wishes.
- Assist with care of the dying resident.
- Provide post-mortem care as instructed.
- Observe and report the presence of pressure areas and skin breakdowns to prevent decubitus ulcers (bedsores).
- Report resident injuries of an unknown source, including skin tears.
- Provide daily indwelling catheter care.
- Assist with the application of slings, elastic bandages, binders, etc.
- Provide daily range-of-motion exercises. Record data as instructed.
- Reposition residents at least every two (2) hours and/or as directed.
- Perform special treatments as instructed.
- Perform validation therapy with residents.
- Observe disoriented and comatose residents.
- Record and report data as instructed.
- Turn all medications found in the resident's room/possession over to the Charge Nurse.
- Watch for and report any change in room temperature, ventilation, lighting, etc.
- Prepare residents for meals (take to bathroom, wash hands, comb hair, raise bed, position tables, place bibs, take to/from dining area.).
- Serve food trays.
- Assist with feeding. Assist residents with identifying food arrangements (informing resident with sight problem of foods that are on tray, location of food, hot or cold)
- Record the resident's food/fluid intake. Report changes in the resident's eating habits.
- Keep resident water pitchers clean and filled with fresh water and within easy reach of the resident.
- Serve between meal and bedtime snacks.
- Perform after meal care (remove trays, clean resident's hands, face clothing, take to bathroom, brush teeth, clean dentures, etc.).
- Check rooms for food articles (food in proper container, unauthorized food items, etc.).
- Ensure that all nursing cares are provided in privacy.

- Review care plans daily to determine if changes in the resident's daily care routine have been made on the care plan.
- Inform the Charge Nurse of any changes in the resident's condition so that appropriate information can be entered on the resident care plan.
- Ensure that your notes reflect that the care plan is being followed.
- Honor the resident's refusal of treatment request. Report such requests to the Charge Nurse.

Drug Administration/Treatments

- Prepare and administer medications as ordered by the physician.
- Verify the identity of the resident before administering the medication/treatment.
- Ensure that prescribed medication for one resident is not administered to another.
- Report needs to the Charge Nurse.
- Ensure that narcotic records are accurate for your shift.
- Notify the Charge Nurse of all drug and narcotic discrepancies noted on your shift.
- Notify the Charge Nurse of automatic stop orders prior to the last dosage being administered.
- Dispose of drugs and narcotics as required, and in accordance with established procedures.
- Give routine nebulizer treatments (not to include the new initial dose).
- Administer routine blood sugar testing.
- Change oxygen tubing. Open new tanks and set rate of flow according to physician order. Clean filters and change humidifiers on concentrators. Monitor oxygen SATS.
- Administer treatments including dressings, creams, ointments and powders for preventative measures. (May not treat open wounds).

Mentor

- Make new staff members feel welcome and included. Introduce them to other staff and residents.
- Encourage camaraderie with new staff by including them in breaks and meal periods when possible.
- Train assigned new staff member to the correct methods, guidelines and policies of resident care, of the nursing department and facility. Do not cut corners. Correct training is of utmost importance.
- Utilize proper safety practice when training new staff and at all times.
- Educate new staff thoroughly on Electronic Documentation System. MDS Department will notify if there is a need for further training of the new staff member.
- Stay current with any changes of methods, guidelines and policies of the facility.
- One-to-one training will be scheduled for approximately 10 days. Following initial 10 day training, keep tabs on new employee for 90 day period. For example -ask them periodically how they are doing and if they need any further training or have any questions. Continue to help make them feel welcome and comfortable.
- Perform CNA competencies as directed by Staff Education Department.
- Attend Incontinent Product Committee meetings to keep abreast of proper disbursement of products to residents as directed.
- Complete Mentor Checklist with new staff member. Turn in to Staff Education Department when complete.
- Problem solve with Staff Education Department on any difficulties with learning patterns of new employees.

MARGINAL JOB FUNCTIONS:

- Assist others in lifting heavy equipment, supplies, etc. as directed or requested.

ESSENTIAL JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Notify the facility when you will be late or absent from work.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, meal times and end of the work day. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.
- Adhere to work schedules as closely as possible including time and attendance.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Report all allegations of resident abuse and/or misappropriation of resident property.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility.
- Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings to keep current certification as a CNA.
- Maintain the confidentiality of resident information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's apartment.

ESSENTIAL PHYSICAL DEMANDS:

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 30 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** lifting of up to 50 pounds, and frequent pushing, standing, walking, squatting, forward bending, reaching forward, grasping light and grasping firm.
- Overhead reaching **occasionally**.

WORK ENVIRONMENT:

- Works in all areas of the facility.
- Works outside when needed.
- Moves intermittently during working hours.
- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)
- May be required to work on shifts, areas, and rotations other than the one for which hired.
- Works beyond normal working hours and on weekends and holidays, as well as in other positions as needed.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, chemicals and other air contaminants.
- Is subject to exposure to infectious waste, communicable diseases, conditions etc.
- May be subject to hostile and emotionally upset residents, family members, personnel and visitors.

SPECIFIC REQUIREMENTS:

- Must be able to read, write, speak, and understand the English language.

EQUIPMENT:

- Patient lifts and transfer devices.
- Personal Protective Equipment.
- Care track System.
- Computer EMAR system.
- Oxygen Tanks, Concentrators, Nebulizers, Glucometers.

EDUCATION AND EXPERIENCE:

- Minimum of a 12th grade education or equivalent.
- Completion of Medication Aide Certification Program.
- No experience required.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

Date

Signature of Employee