

## **JOB DESCRIPTION**

**TITLE:** Nurse Aide

**RESPONSIBLE TO:** Charge Nurse (R.N. or L.P.N.)

**DEFINITION:** Under the supervision and direction of the Charge Nurse (R.N. or L.P.N.), is responsible for the provision of direct resident care, in accordance with established nursing care procedures.

### **QUALIFICATIONS:**

1. Must be a graduate of an approved Nurse Aide Training Program, or be eligible to enter such a program, graduate and pass a State improved competency evaluation within the next 120 days from the date of employment.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
4. Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
5. Must be in good general health and demonstrate emotional stability.
6. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset people within the facility.
7. Must be able to lift a minimum of 50 pounds frequently throughout the day.
8. Satisfactory personal and employment references.
9. Must have satisfactorily completed or be currently participating in a Dementia/Alzheimer's specific training program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform routine nursing care which includes bathing, shaving, dressing, personal hygiene, toileting and keeping residents clean and dry.
2. Assist residents in and out of bed and/or wheelchairs and lifters, and transport as necessary.
3. Assist in admission, discharge and death procedures.
4. Assist in supplying daily nourishment for residents at mealtime and offer fluids. Keep intake and output records current.
5. Assist in rehabilitative measure activities of daily living, range of motion, transfers, ambulation, body alignment and positioning.
6. Take vital signs, weights and perform skin care for prevention of decubiti.
7. Collect specimens of urine, feces and sputum.

8. Assist in keeping residents' rooms and equipment clean and orderly, including dressers and closets: report broken equipment and/or problems immediately.
9. Answer signal light or bell promptly.
10. Chart all pertinent data on nurses aide record.
11. Report changes in resident conditions to Charge Nurse.
12. Maintain good intra-personal relationships with residents, visitors and personnel.
13. Work all tours of duty as required.
14. Plan and organize case so that residents can attend activities and therapies as scheduled.
15. Make regular rounds to all residents and provide care as necessary.
16. Participate in inservices as directed by the Director of Nursing.
17. Take and record T.P.R.'s, blood pressures, etc., as necessary.
18. Will participate in staff education mentoring/orienting of Nurse Aide Trainee and Nurse Aide staff.
19. Must recognize the individual residents' strengths and direct those strengths through meaningful activities.
20. Must be able to identify and eliminate to the extent possible, the stimuli that create resident anxiety.

#### **WORKING CONDITIONS:**

1. Working in well-lighted and ventilated area (s) throughout the nursing service area, i.e., resident rooms, nursing stations, etc.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, personnel and visitors.
6. Communicates with the nursing personnel, medical staff and other department personnel.
7. Attends and participates in continuing education programs designed to keep you abreast of changes in your profession.
8. Is subject to falls, burns from equipment, odors, etc., throughout the work day.
9. Is subject to exposure to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B virus.
10. Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

#### **SPECIFIC REQUIREMENTS:**

1. Must be able to write the English language in a legible and understandable manner.
2. Must possess the ability to make independent decisions when

circumstances warrant such action.

3. Must be able to work beyond normal working hours, weekends and holidays when necessary.
4. Must possess the ability to deal with personnel, residents, family members, visitors, government agencies/personnel and the general public.
5. Must be a minimum of sixteen (16) years of age.
6. Must possess the ability and willingness to work harmoniously with professional and non-professional personnel.
7. Must have patience, tact, a cheerful disposition and enthusiasm, as well as, the willingness to handle difficult residents.
8. Must be willing to seek out new methods, principles and be willing to incorporate them into existing nursing practices.

### **PHYSICAL REQUIREMENTS:**

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with ill, elderly, disabled, emotionally upset, and at times, hostile people within the facility.
8. Must be able to lift a minimum of 50 pounds frequently throughout the day.
9. Must be able to push, pull and/or carry up to 50 pounds frequently throughout the day.
10. Must be able to bend, squat, reach and twist body frequently throughout the day.

### **RESIDENT AND STAFF SAFETY:**

Employees are responsible for actively participating in Valley View Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one's own professional development and education

to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.

**HIPAA Privacy Requirements**

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The “HIPAA Privacy Rule “). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.

**ACKNOWLEDGEMENT:**

**I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Nurse Aide and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Nurse Aide

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Nursing Administration