



Zandex Health Care

POSITION DESCRIPTION – NURSES AIDE

JOB TITLE: Nurse Aide

DEPARTMENT:

JOB DESCRIPTION SUMMARY:

Assist nursing personnel in providing Resident care and simple technical nursing services under the direction of and supervision of an RN and/or LPN.

REPORTING RELATIONSHIPS:

REQUIREMENTS:

Education: High School Diploma or GED.

Licensing/Registration/Certification:

Required: State Approved Nurses' Aide Certification

Skills, Knowledge, and Abilities:

Able to read and write.

Able to follow simple instructions.

Able to grasp basic principles and techniques of nursing.

Able to pass physical examination and a two-step TB skin test or chest x-ray when hired.

Able to work with others and under direction.

Able to follow written and oral directions.

Must have a pleasant and courteous manner and be honest.

Must have good organizational skills.

Must show concern for the elderly or physically handicapped residents.

Become a State Approved Nurses' Aide within the state mandated time frame.

PHYSICAL:

Body Positions: Sitting, standing, squatting and stooping

Body Movements: Walking, lifting, carrying, pulling, pushing, bending and reaching are required in the accomplishment of tasks.
Ability to lift 50 lbs.

Body Senses: Use of vision and hearing in communicating

MENTAL:

Language: Ability to communicate in English, both in writing and verbally.

Working Conditions: Non-smoking environment.

ESSENTIAL FUNCTIONS:

Responsibilities:



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1. Receive assignment. Check resident schedules for the day and/or shift.
2. Give general a.m./p.m. care to residents. Bathe and dress residents. See that residents are properly and comfortably dressed at all times. Give shampoos, hair care, and shave male/female residents daily as needed. Trim nails and assist residents with their personal and dental hygiene. Make beds, set room in order, water flowers, etc. Be able to lift a resident to and from bed. Assist ambulatory residents as needed.
3. Serve food trays, may held feed residents and remove their trays. Assist with or give personal care after meals. Transport residents to and from the dining area and supervise residents while they are in the dining room. Serve nourishment, fresh water and ice as directed.
4. Assist residents to and from the bathroom, offer bedpans and keep incontinent residents clean and dry at all times, changing linen as often as necessary. Encourage showers and self-help measures and activities.
5. Prepare residents for tests, x-rays, visits by physician, occupational therapy, physicals therapy, speech therapy and activities in other areas of the facility as directed. Transport residents to areas or department where the above takes place.
6. Assist relatives, visitors and guests and direct their inquiries to the charge nurse or nursing supervisor
7. Assist with and/or perform procedures as outlined with proper instruction and supervision. Such as: admitting, transferring and discharging residents; taking and recording vital signs; Measuring and recording intake and output; changing colostomy bags; care for residents in Isolation; may give range of motion exercise and massage; assist with the care of the dying And dead; see that safety devices are in use and safety precautions are followed; see that room temperature and humidity are compatible with the resident needs; assist nurses in giving treatments and examining residents.
8. Applies aseptic techniques in all resident care to prevent the spread of disease and infection.
9. Observe residents and note physical condition, attitude, reaction, appetite, etc., and report changes or unusual findings to the charge nurse immediately.
10. Assist with restorative and rehabilitative care of residents and instruction in self-help, using medical appliances, etc.
11. Chart required information and sign entries of assignment sheet and any other pertinent forms.
12. Perform assigned clerical duties at nursing station, answer call lights and run errands as directed by the charge nurse.
13. Receives and gives report.
14. Attends all required in-service meetings.
15. Perform other duties as directed by the charge nurse, nursing supervisor or Administrator.



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OTHER JOB CRITERIA:

Judgement and Decision Making:

1. Seeks guidance and direction as necessary for the performance of duties.
2. Demonstrates good judgment.
3. Respects the confidentiality of company information.
4. Recognizes situations requiring immediate attention.

Relationship to Others:

1. Must demonstrate good interpersonal relations with other co-workers.
2. Must be a team player
3. Must demonstrate courtesy to residents, staff, and visitors.

Planning and Time Utilization:

1. Makes best use of time.
2. Consistently shows the ability to recognize and deal with priorities.

Initiative:

1. Performs all duties in an independent manner.
2. Recognizes and performs duties which need to be performed although not directly assigned – assists others as needed.

Attendance and Reliability:

1. Does not abuse or take advantage of time off.
2. Always provides proper notice in advance of absence.
3. Reports to work on time each day and after lunch or breaks.

Other:

1. Maintains work area in a neat and orderly manner.
2. Maintains a well-groomed, professional appearance.