

**FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION**

POSITION TITLE: NURSE ASSISTANT, LONG TERM CARE
REPORTS TO: LPN
DATE: April 2011

I. POSITION SUMMARY:

A Nurse Assistant is a non-professional employee, who under the direction of the LPN or RN Supervisor performs simple treatments and assists with nursing care.

II. EDUCATION REQUIREMENTS/LICENSE/CERTIFICATE/REGISTRATION:

1. Completion of a recognized Nurse Assistant Training Program.
2. Proof of Nurse Assistant Certification from the state of Pennsylvania.
3. Current CPR certification.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Nurse Assistant will understand and keep the mission, vision and values of the Long Term Care Department of Fulton County Medical Center, and be committed to the improvement and best interests of the facility.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. Work involves standing or walking 90 percent of the time with frequent exertion of physical effort in positioning, lifting or moving residents and equipment, bending, squatting, twisting and kneeling during normal shifts.
2. Standing or walking frequently throughout the facility.
3. Sitting occasionally on a hard or cushioned chair.
4. Reaching top heights of up to 2 feet overhead.
5. Able to move rapidly in response to unpredictable emergencies that could happen during the shift.
6. Visual acuity with color perception in order to decipher fine print, detect changes in resident's skin color and colors of solutions and pharmaceutical agents.
7. Auditory acuity sufficient to hear phone conversations, overhead pages, alarms, call bells, heart sounds, and normal voice tones when not facing the individual and able to hear as well as see blood pressure readings with accuracy.
8. Ability to operate hand and foot controls on beds, wheelchairs and mechanical lifts.
9. Manual dexterity, digital sensitivity and flexibility to check pulses and temperatures of residents.
10. Good hand/eye coordination.
11. **Ability to work overtime when needed following applicable state and union contract regulations.**

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)

1. Possesses good general mental health.
2. Demonstrates ability to work under pressure or stress.
3. Demonstrates effective written and verbal communication skills.
4. Demonstrates the ability to prioritize essential job functions and coordinate them with others.
5. Demonstrates the ability to speak, read and write the English language.

VI. WORKING CONDITIONS:

The Nurse Assistant is subject to hazards, including electrical current, infectious diseases and blood-borne pathogens. May be required to wear a respirator. **May be required to work overtime when needed.**

VII. EQUIPMENT USED:

1. Mechanical Lifts
2. Electronic Vital Sign Measurement Devices
3. Assistive Devices used by residents.
4. Other items as assigned by job duties.

Signature

Date

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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Methods of Measurement Include the Following:		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
Period Covered by this Evaluation: <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
FACILITY WIDE COMPETENCY				<div style="border: 1px solid gray; height: 400px; width: 100%;"></div>
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS <ul style="list-style-type: none"> Comply with regulatory agencies, and institutional and operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PERFORMANCE IMPROVEMENT <ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities Participate in quality studies through data collection Make recommendations and take actions to improve structure, system or outcomes 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
CUSTOMER SERVICE <ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

	D	M	E	Comments
ESSENTIAL FUNCTIONS				

Complies with attendance policies; arrives and leaves on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides timely notification of illness/absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adherence to departmental dress code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to prioritize and organize work load, taking into account meetings, emergencies or admissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs resident care activities and related services, to include mechanical lift use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to answer call lights and alarms in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to bathe, dress and undress resident's and assists with personal hygiene needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to serve and collect meal trays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to properly feed residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to transport residents to other treatment areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to take and record vital signs, food and fluid intake as well as output for individual residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to report changes in resident conditions to charge nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to document appropriately on nurse assistant treatment record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates the ability to keep individual work area clean and neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates knowledge of infection control policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to accept constructive criticism to improve quality of job performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to keep resident's room neat and tidy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates the ability to seek clarification of duties when indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates the ability to offer assistance to others, to extend courtesy and consideration to residents, co-workers and superiors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to properly use the departmental chain of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates continuing education by attending facility in-services and staff meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates professional behavior while on facility property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to function as a team player and work in conjunction with the LPN and RN to provide quality resident care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates ability to maintain resident confidentiality, respect and dignity.				
Demonstrates ability to communicate clearly and accurately by telephone, intercom or written requisitions.				
Demonstrates knowledge of disaster plan.				
Demonstrates ability to work overtime when needed following applicable state and contract regulations.				

Non Essential Functions:				D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
Comments: 		
Future Plans and Actions: 		
Employee Comments: 		
<p>To update our files, please answer the following questions:</p> <p>Have you received a higher education degree in past 12 months: Yes ___ No ___</p> <p>Please forward to Human Resources</p> <p>Have you received a certification in the past 12 months: Yes ___ No ___</p> <p>Please forward to Human Resources</p>		

I have reviewed this Performance Evaluation

Employee Signature

Evaluator Signature

Department Head or Designee Signature

Date

Date

Date