

CNA

Supervised By: Clinical Supervisor

Supervisory Responsibility: None

Job Summary: Provides skilled personal care and comfort measures to clients in the home setting by performing the following duties under the supervision of a RN.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the client with or provides personal care as assigned by the plan of care. Personal care duties include: bathing (tub, shower, or bed), care of hair, skin, feet and mouth, toileting (bed pan, commode or toilet), dressing, transfer, ambulation, simple range of motion, assist with self administration of medications, stand by assistance.
- Takes and records temperature, blood pressure, pulse and respiration.
- Prepares and serves meals.
- Documents activities performed in the client's home at the time of the visit.
- Documents client concerns, client affect, client difficulties and reports the same to Clinical Coordinator or Administrator.
- Provides services when scheduled.
- Communicates promptly to Agency and client any schedule change.
- Completes and submits required paperwork accurately and on time.
- Productivity standard for clients per day averages four.
- Organizes and implements his/her schedule to meet productivity expectations.
- Accomplishes job responsibilities in a timely, safe, and professional manner.
- Participates in the development of clients care plan.
- Participates in client case conferences according to Home Health agency and procedures.
- Represents the Agency in a loyal manner and dresses appropriate to job duties.

QUALIFICATIONS/EDUCATION/EXPERIENCE: Successful completion of a certified nursing assistant course. Successful work experience in a health care setting for at least six months.

ABILITIES, SKILLS & KNOWLEDGE:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to clients and employees.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to define problems, collect data, establish facts and draw conclusions.
 - Ability to interpret a variety of instructions, written or oral.
 - Ability to improvise in an unstructured home setting.
 - Ability to use independent judgment to manage confidential information.
 - Ability receive/send email, ability to access Internet for research and information purposes.
- Ability to use MS Excel and MS Word. Basic knowledge of windows operating system. Ability to advance computer skills as required.

SPECIAL REQUIREMENTS:

- Certified Nurse Aid License in the State of Colorado or ability to obtain a license.
- CPR and first aid certifications
- Current PPD skin test results upon hire and annually thereafter
- Possess a valid Colorado Driver's License with applicable car insurance.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, and taste or smell. The employee must frequently lift and/or move more than 100 pounds. The ability to see and hear within normal parameters/ranges.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment usually is variable.

OTHER CONDITIONS: Work environment is highly variable as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.

TRAVEL: The employee is required to travel frequently to deliver patient care.

I have received and understand the information contained above. I am able to complete the job as outlined.

Signature

Name Printed

Date

Infiniti Home Health Care

Home Health Aide/C.N.A. Competency Evaluation

Tasks	Observed (O), Test (T)	RN initials & date	Satisfactory	Unsatisfactory	Comments
Communications skills					
Observation, reporting and documentation of patient status and the care or service furnished					
*Reading and recording: Temperature Pulse Respiration Weight					
Basic infection control procedures: Handwashing/bag technique					
Basic elements of body functioning and changes in body function that must be reported to a supervisor					
Maintenance of a clean, safe, and healthy environment					
Recognizing emergencies and knowledge of emergency procedures					
The physical, emotional, and developmental needs of and ways to work with the populations served					
The need for respect for the patient, his or her privacy and his or her property					
*Appropriate and safe techniques in personal hygiene, grooming and bathing.					
*Sponge/Bed bath					
*Tub bath					

*Shower					
*Shampoo hair in sink					
*Shampoo hair in tub					
*Shampoo hair in bed					
*Nail Care clean and file					
*Skin care: lotion					
*Oral Hygiene Brush teeth Denture care					
*Toileting & Elimination					
*Safe transfer techniques					
*Gait belt					
*Ambulation Cane Walker					
*Normal range of motion Upper extremities Lower extremities					
*Positioning					
*Adequate nutrition and fluid intake					
*Care of a indwelling catheter					
Other:					
Other:					
Other:					
Other:					

*tasks must be observed on a patient or pseudo patient

The C.N.A has successfully completed the competency evaluation.

C.N.A. signature

Date

RN Supervisor signature

Date