

SHENANDOAH VALLEY WESTMINSTER-CANTERBURY

POSITION DESCRIPTION

TITLE: Certified Nursing Assistant/Medication Aide

DEPARTMENT: Health Services

RESPONSIBLE TO: Charge Nurse

RESPONSIBLE FOR: N/A

JOB SUMMARY: The nursing assistant provides basic resident care and administers medications to residents in the Assisted Living unit under the supervision of a licensed nurse and assists in the maintenance of the unit environment.

REQUIRED EDUCATION, EXPERIENCE, SKILLS:

1. Certified Nursing Assistant licensed in the State of Virginia. License must be in good standing.
2. Completion of Medication Aide training program, licensed in the State of Virginia for Medication Aide. Must be in good standing.
3. CPR/First Aide certification.

JOB REQUIREMENTS:

1. Support the mission and purposes of SVWC.
2. Support the Board of Trustees and Administration.
3. Present a professional, caring, and supportive image.
4. Employment and annual Tuberculosis testing as required by Virginia State Licensure.
5. Must attend mandatory inservices required by the State Licensure and all other mandatory inservices and/or meetings required by other regulatory agencies and/or by SVWC.
6. Must attend refresher courses yearly to maintain medication certification.
7. Follows and supports the policies and procedures established by SVWC.
8. Maintains professional appearance by adhering to dress code and being neatly groomed.
9. Adheres to professional standards of ethics at all times.
10. Responsible for maintaining current State license and providing SVWC with proof of such prior to expiration date.

ESSENTIAL DUTIES/ RESPONSIBILITIES:

1. Accepts reports regarding status of assigned residents at beginning of shift and gives report at end of shift.
2. Performs direct and indirect resident care activities as ordered and consistent with the facility's policies and procedures. Such activities include:
 - bathing residents (bedbath, tub, shower)
 - toileting residents (bedpan, urinal, bedside commode, bathroom)
 - giving perineal care
 - performing grooming activities (hair care, nail care)
 - shampooing residents' hair
 - assist in providing oral hygiene and denture care
 - measuring intake and output
 - collecting urine and stool specimens
 - transferring residents from bed, chair, wheelchair
 - assisting residents with use of walkers, wheelchairs, canes
 - positioning residents in chairs, beds, wheelchairs
 - Assist with turning and changing position of residents
 - making occupied and unoccupied beds
 - weighing residents
 - taking vital signs
 - Understands the implications of resident's rights regarding medications, treatment decisions and confidentiality
 - Recognizes emergencies and other health-threatening conditions and responds accordingly
 - Identifies medication terminology and abbreviations
 - Assists with the administration of psychotropic drugs.
 - Implement standard precautions
 - Dispose of infectious waste according to Virginia state law
 - Maintain resident's medical records according to designated policy
 - Prepare, medication administration record (MAR) and other medication forms according to procedure
 - Demonstrate the five rights of medication administration
 - Follow proper procedure for pouring/preparing medication
 - Assist resident to administer oral medications and documentation of medication administration
 - Report and document resident's refusal to take medication
 - Document medication errors
 - Store and secure all medications
 - Assist resident to administer:

1. eye drops/ointments
2. ear drops
3. nasal drops and sprays
4. topical medications
5. compresses and dressings
6. vaginal and rectal products
7. soaks and sitz baths
8. inhalation products
9. oral hygiene products
10. transdermal patches
11. nebulizers
12. EpiPens

- Understands the basic facts about diabetes
 - Recognizes the signs and symptoms of hypoglycemia and hyperglycemia
 - Assist the resident with blood glucose monitoring
 - Administer insulin injections
 - performing post mortem care
 - practicing universal precautions and special isolation techniques (gown and glove use, double bagging, disposal of contaminated linens and trash)
 - make beds as needed, changing linens as needed.
3. Practices effective communication techniques with residents, visitors and coworkers.
 4. Protects residents from complications and injuries.
 5. Respects residents rights (e.g., knocks on door before entering room, addresses resident by name, allows resident to make decisions).
 6. Responds to all call lights promptly.
 7. Assists with admissions, transfers, and discharges of residents.
 8. Transports and escorts residents.
 9. Documents care as necessary.
 10. Participates in the development, implementation, and evaluation of resident care plans.
 11. Keeps equipment, supplies and resident furniture clean.
 12. Keeps equipment clean; reports housekeeping and maintenance needs.
 13. Reports to charge nurse:
 - changes in residents' status
 - residents' responses to care

- equipment and supply needs
 - repair/maintenance needs
 - safety hazards
 - unusual occurrences or observations
 - problems with completion of assignment
16. Directs resident and visitor complaints to nurse in charge.
 17. Assists physicians and nurses with treatments and procedures.
 18. Attends staff development activities to improve knowledge and skills and to maintain competency and certification.
 19. Reads resident care plan to identify residents' needs.
 20. Accurately documents pertinent resident information on the Activities of Daily Living form for each resident.
 21. Exhibits good understanding of department dress code as evidenced by neat, professional appearance.
 22. Remains flexible to cover needs of patients.
 23. Works independently.
 24. Arrives to work on scheduled time of arrival.
 25. Provides proper notification for absence and/or tardiness.
 26. Facilitates resident directed culture, gives direct care as needed, which may include preparation of simple cooked food for residents after normal dining hours.
 27. Fit tested regulators may be required.
 28. Performs other duties as assigned.

AUTHORITY: To make decisions within the framework of the policies and procedures of the facility.

UNIVERSAL PRECAUTION RISK CLASSIFICATION:

Category A: The person holding this position understands Universal Precautions Risk Classification categories apply to this position and the individual may be exposed to AIDS, HIV, and Hepatitis B viruses. Tasks involve exposure To Blood, Body Fluids, Or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous

membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashed of them, are Category A tasks.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VISION

- Must be able to visually identify and discern printed words on either typewritten pages or computer screen.
- Must be able to identify and differentiate colors.
- Must have depth perception within normal ranges.

HEARING

- Must be able to respond to spoken words and other auditory sounds including the ringing of telephone or beepers and monitors.
- Must be able to respond and communicate orally by telephone.

LIFTING

- Must be able to bend, reach and lift patients with assistance to transport them to stretchers/wheelchairs.
- Some lifting may be required, however lifting over 40 pounds must be done with assistance.
- Must be able to push and maneuver carts/stretchers/space saver, etc. Weights may vary and may require assistance.

TOOLS AND EQUIPMENT

- Must be able to use, operate and interpret information from equipment in work area.

SPEECH

- Must be able to verbally communicate in the English language directly and over the telephone and be understood.

RANGE OF MOTION

- Must be able to kneel or squat for 1 hour of an 12 hour shift.

- Must be able to walk continually for 12 hours.
- Must be able to stand for 12 hours straight.
- Must have mobility for all parts of the body, walking, bending, lifting, reaching above head and use of hands.
- Must have manual dexterity, fine motor skills (typing, computer, etc.)
- Some tasks may require sitting for 40% of the work day.
- Must be able to stand and /or mobilize by walking for 100% of an 8 hour shift.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. Shenandoah Valley Westminster-Canterbury reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written contract of employment.

I have read the job description above and fully understand the requirements set forth therein.

Employee Signature

Date

REVISED: 07/2020
APPROVED/REVIEWED BY: MT/CH