



## **The Altenheim Job Description for Nursing Assistant**

### **The Purpose of your Job Description**

The primary purpose of your job position is to provide our residents with routine daily nursing care in accordance with our established policies and procedures, and as may be directed by the Staff Nurse, Nursing Supervisor, Director of Nursing, or the Administrator, to ensure that the highest degree of quality care can be maintained at all times.

### **Major Duties and Responsibilities**

Listed below is an outline of the major duties and responsibilities that you will be required to perform. As a Nursing Assistant you are delegated the administrative authority, responsibility, and accountability necessary to carry out assigned duties.

Every effort has been made to make your job description as complete as possible; however, it in no way states or implies that these are the only duties you will be required to perform.

1. Record the information on resident flow care sheet as required.
2. Use the name band or photo card to properly identify resident before administering treatments, serving meals, etc., as necessary.
3. Report all changes in the resident's condition to the staff person.
4. Report all accidents and incidents on the shift as they occur.
5. Use proper chain of command when reporting grievances.
6. Ensure that the resident's room is ready for receiving the residents (i.e. bed made, name tags on laundry items, admission kits available, etc.).
7. Greet and escort residents to room.
8. Introduce resident to his/her roommate, if any, and other residents and personnel as appropriate.
9. Familiarize residents with his/her surroundings (i.e. call light, bathroom, etc.).
10. Make resident comfortable (i.e., assist to bed or chair, place call light and water within reach).
11. Store or assist with placing resident's personal belongings in their proper place.
12. Mark resident's water pitcher, thermometer, and/or admission kit with room number.
13. Assist with packing a resident's personal items when they are transferred to another room or discharged.
14. Transport residents to a new room or to discharge area.

15. Follow work assignments and/or work schedules in completing and performing your assigned tasks.
16. Perform all assigned tasks in accordance with established policies and procedures, and as instructed by your supervisor.
17. Notify the facility when you will be late or absent from work.
18. Report all complaints and grievances made by residents, families, or visitors to the staff nurse.
19. Cooperate with inter-department personnel, as well as with other facility personnel in order to ensure that nursing services can be adequately maintained to meet the needs of the residents.
20. Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the unit and shift of duty.
21. Meet with your shift's nursing personnel on a regularly scheduled basis to assist in identifying and correcting problems and/or improving services.
22. Participate in and receive the nursing report upon reporting for duty.
23. Give or assist residents with bath functions (i.e., bed bath, tub bath or shower).
24. Give back rubs as instructed and at hour of sleep.
25. Assist residents with dressing and undressing as necessary.
26. Assist with hair care functions (i.e., brushing, combing, shampooing, etc.).
27. Assist residents with nail care (i.e., cleaning, polishing, filing fingernails, etc.). DO NOT TRIM TOENAILS!
28. Shave male residents.
29. Keep hair on female residents clean shaven, (i.e., facial, underarm, legs, etc.).
30. Keep residents dry (i.e., change gown, clothing, linen, etc. when wet or soiled).
31. Make beds (occupied or unoccupied).
32. Assist with bowel and bladder functions (i.e., assist to bathroom, offer urinal/bedpan commode).
33. Change bed linens. Keep them tight to avoid wrinkles under the resident.
34. Maintain accurate intake and output records as requested.
35. Keep incontinent residents clean and dry.
36. Check and report bowel movement, color, and character of stool as instructed.
37. Prepare and give enemas. Report results as instructed.
38. Collect specimens as instructed (i.e., urine, sputum, stool, etc.).
39. Assist residents in preparing for medical tests (i.e., lab work, x-ray, physical therapy, dental, etc.) as instructed.
40. Assist residents in preparing for activity and social programs (i.e., church, parties, visitors, etc.).
41. Assist in transferring residents to and from appointments, activity and social functions, etc., as necessary.
42. Position bedfast residents in correct and comfortable position.
43. Assist with turning, moving, positioning, and transporting of residents in and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
44. Answer resident call lights promptly.
45. Assist residents walking with self-help devices as instructed.
46. Perform restorative or rehabilitative procedures as instructed.
47. Change dressings, binders, etc., as instructed.
48. Provide eye and ear care (cleaning eyeglasses, inserting hearing aid batteries, etc.).
49. Measure and record accurately temperature, pulse, respiration, blood pressure as requested.

50. Weigh, measure, and record residents as instructed.
51. Assist in preparing residents for physical exams.
52. Assist with the care of the dying resident.
53. Provide post-mortem care as instructed.
54. Check residents routinely to ensure that personal care needs are being met.
55. Observe and report the presence of pressure areas and skin breakdown to prevent decubitus ulcers (bedsores).
56. Provide daily indwelling catheter care.
57. Provide personal care daily and whenever necessary.
58. Assist with the application of slings, elastic bandages, binders, etc.
59. Give alcohol or cool sponge baths as instructed.
60. Assist with range of motion exercises.
61. Perform diabetic urine testing (i.e., clinitest and acetest) as instructed.
62. Assist with physical and respiratory therapy as instructed.
63. Turn all medications found in rooms to charge person.
64. Provide residents with reality orientation as instructed.
65. Use bath thermometer to check water temperature prior to administering bath, warm compresses, enemas, etc.
66. Assist with application of hot or cold compresses as instructed.
67. Prepare residents for meals (i.e., toilet, wash hands, face, comb hair, proper positioning of bed and resident, place bib, accompany to and from the dining room, etc.).
68. Serve food trays and assist with preparation of food as necessary (i.e., cut meat, open packages, place in reach, etc.).
69. Identify foods and food arrangement for residents with eye sight problems (i.e., type and location of food on the tray whether hot or cold, etc.).
70. Record food intake in percentage. Report any change in eating habits to charge person.
71. Keep residents' water pitcher and glass clean and filled with fresh water.
72. Serve in-between meal and bedtime snacks.
73. Perform after-meal care (i.e., remove tray; clean resident's hands, face, and clothing; toilet, brush teeth, clean dentures, etc.).
74. Check room for food articles or utensils; remove from room and place in proper place.
75. Attend and participate in scheduled training and educational classes as required by policy.
76. Attend and participate in scheduled orientation programs and activities.
77. Present a written/verbal report to fellow staff members when attending outside seminars or educational programs paid for by the facility.
78. Use safety devices or restraints for residents as instructed and according to the policy and procedures manual.
79. Check a restrained resident every 30 minutes.
80. Release restraints at least every 2 hours for ROM exercises or for toilet, etc.
81. Maintain a record of restrained residents and record required information.
82. Notify the staff nurse of any resident leaving or missing from the facility.
83. Keep floors dry. Clean up or report spills immediately to Housekeeping.
84. Keep supplies and equipment off the floor. Store in their designated areas.
85. Keep resident's personal belongings off the floor and properly stored.
86. Follow established smoking regulations and report all violations.
87. Keep nurses call system within easy reach of residents.
88. Report all hazardous conditions and faulty equipment to the charge nurse immediately.
89. Follow established safety precautions in the performance of duties.

90. Report all safety violations.
91. Maintain a safe pathway in residential and employee areas.
92. Keep bedrails up when a resident is in bed.
93. Before leaving work areas, store all supplies and equipment properly.
94. Clean, disinfect, if necessary, and return all resident care equipment to designated storage areas after each use.
95. Perform routine housekeeping duties (i.e., clean overbed table, night stand, etc.) that relate to nursing care procedures.
96. Follow established isolation precautions and procedures.
97. Wash hands before and after attending each resident.
98. Use gown and gloves as instructed or according to the policy and procedure manual.
99. Report any communicable disease with which you have been in contact to the Director of Nursing.
100. Wash feces from resident prior to giving a bath or from their linen prior to laundering.
101. Demonstrate proper usage of the bath thermometer.
102. Use only the equipment that you have been trained to use.
103. Operate all equipment in a safe manner.
104. Use only the equipment and supplies necessary to do the job.
105. Report immediately defective equipment to the charge nurse.
106. Inform the charge nurse of your equipment and supply needs.
107. Review care plans daily to ensure that you are providing appropriate nurse care.
108. Inform the staff nurse of any changes that need to be made on the Resident Care Plan.
109. Maintain confidentiality of all resident care information.
110. Knock on resident's door prior to entering.
111. Provide for privacy when giving a bath or administering a treatment.
112. Treat each resident with respect, dignity, and kindness.
113. Maintain a good attendance record. (Abuse of this requirement is interpreted as excessive absenteeism.)
114. Maintain a good record of punctuality. (Abuse of this requirement is interpreted as excessive tardiness, i.e., arriving later than your regular clock-in time, or excessive unauthorized early leave, i.e., departing work prior to your regular clock-out time.)
115. Limit personal calls at work to emergencies.
116. Be available by telephone at all times, except when on vacation.
117. Other responsibilities as deemed necessary and appropriate, or as may be directed by the Director of Nursing.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_