**TITLE: Nurse Aide in Training (Non-Certified)**

**LAST REVISED: October 1, 2013**

**REPORTS TO: LPN Supervisor, RN Supervisor,**

**Assist. Director of Nursing, Director of Nursing**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to provide physical and emotional care to our residents at all times in a clean, friendly, and safe environment.

**EDUCATION / EXPERIENCE:**

1. Must have High School Diploma or its equivalent.
2. Must be a Certified Nursing Assistant within 120 days of CNA class, in accordance with the laws of the State of Georgia.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak, read, and write the English language in an understandable manner.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
4. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.

6. Must meet the general health requirements set forth by the policies of this facility.

7. Must be able to push, pull, and move a minimum of 50 pounds.

8. Must be able to assist in the evacuation of residents.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

**An NA in Training cannot take responsibility of residents or provide care without supervision. The description below overviews the duties they will be reviewing with the assistance of a CNA Preceptor.**

*Admissions, Transfers, Discharges:*

1. Assist residents upon admission; orient to room, facility.
2. Inventory and mark belongings.
3. Make sure resident is clean and dry before transfer to hospital or another facility.
4. Assist with post-mortem care.

*Condition:*

1. Monitor resident’s vital signs and record per assignment. Report any abnormalities, such as elevated temperature, to the nurse.
2. Notify nurse of any changes in resident’s condition, behaviors, etc.
3. Monitor restrained residents every 30 minutes; release restraints every 2 hours.
4. When an alarm sounds, account for all wandering residents.

*Nutrition:*

1. Residents will receive adequate nutrition and hydration.
2. If resident is able, assist to dining room for meals.
3. Serve meal tray, assist with opening items, cutting meats, etc.
4. Assist with feeding as indicated.
5. Encourage hydration.
6. Water and ice are to be maintained at bedside daily.
7. Assist with serving snacks and supplements.

*Personal Care:*

1. Assist with bathing resident daily according to policy and care plan.
2. Assist with shaving male residents daily and female residents as needed.
3. Assist residents with dressing/undressing as necessary. Change clothing that becomes wet or soiled.
4. Assist residents with daily dental and mouth care.
5. Assist residents with hair care (combing, brushing, shampooing, etc.).
6. Assist with cleaning nails daily. Trim nails of non-diabetic residents as needed.
7. Assist with lifting, turning, moving, positioning, and transporting residents into and out of bed, chairs, bathtub, wheelchair, lift, etc., safely.
8. Assist residents in preparing for meals, activities, appointments, visits home, etc.
9. Assist with ambulation as needed.
10. Observe skin and report any changes to charge nurse.
11. Apply creams and lotions to dry skin as instructed.
12. Assist resident with all adaptive equipment, such as eyeglasses, hearing aides, splints, etc.

*Bowel and Bladder Needs:*

1. Assist residents with bowel and bladder functions as needed (i.e., take to bathroom, offer bedpan/urinal, portable commode, etc.) Offer verbal cueing.
2. Maintain intake and output records as instructed.
3. Report changes in urine color, smell, amount, etc., to the charge nurse.
4. Keep incontinent residents clean and dry, to include personal hygiene. Check at least every 2 hours.
5. Collect urine and stool specimens as instructed.
6. Check and report bowel movements and character of stools as instructed.

*Environment:*

1. Residents will have a clean bed and environment.
2. Make bed and change linen per policy and as needed.
3. Clean bedside and over-bed tables as needed.
4. Clean wardrobe closet and straighten as needed.
5. Identify improperly stored foods and remove.
6. Clean and/or replace urinals, bedpans, etc., as needed.
7. Ensure that rooms, hallways, pathways are free of clutter.
8. Report any unsafe, damaged equipment to charge nurse.
9. Report any hazards to charge nurse.
10. Follow standard precautions to prevent spread of disease.
11. Assist in cleaning equipment such as walkers and wheelchairs.
12. Prevent falls by reporting spills, removing spills, putting up siderails, etc.
13. Keep nurse call light in reach of residents at all times.

*Safety and Sanitation:*

1. Assure that when you are performing your duties, you are following all safety regulations, infection control and standard precaution policies and procedures.
2. Participate in all fire safety and disaster preparedness drills.
3. Report any hazardous condition/equipment to the charge nurse immediately.

*Assure Resident Rights at all times:*

1. Attend Resident Rights in-service quarterly.
2. Rights of all residents are respected at all times per “Resident Bill of Rights.”
3. Resident confidentiality maintained per HIPPA Guidelines.
4. Knock before entering a resident’s room.

*Staff Development:*

1. You must attend and participate in classes to maintain current certification as a C.N.A. (12 hours per year).
2. Attend all meetings and in-services designated as mandatory.
3. Attend and participate in annual and OSHA and CDC training programs, as well as annual disaster training.
4. Assist with orientation of new employees as instructed by your supervisor.

*Other:*

1. Subject to frequent interruptions.
2. Must be flexible in willingness and ability to work on any unit and/or shift needed to meet the requirements of Magnolia Manor residents.
3. Subject to call-back during any emergency conditions (i.e., severe weather, evacuation, natural disaster, etc.).
4. You are expected to follow the policies set forth in the employee handbook.
5. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

Please initial:

\_\_\_\_\_\_\_ NAT schedules will match a preceptor/training CNA schedule when possible for the entire orientation period (date of hire until exam is passed or 120 days from first day of class).

\_\_\_\_\_\_\_ Schedule changes in regards to staffing needs require understanding that there are times assignments may change.

\_\_\_\_\_\_\_ NATs cannot participate in the transfer of a resident by Hoyer lift/Sit to stand lift. The NAT may observe the mechanical lift procedure during orientation, but cannot participate in the actual lift procedure.

\_\_\_\_\_\_\_ NATs may perform all resident care and duties of CNA position except Hoyer lifts; but are never left alone with a resident regardless of skill proficiency. Must have another CNA or Nurse observe NAT until preceptor returns or ADL care must be stopped until the preceptor returns. NATs are never to perform duties of CNA unsupervised.

\_\_\_\_\_\_\_ “Supervised” in these situation means they have the *observed eye sight and attention* of a Preceptor/CNA /Licensed Nurse at all times.

* Supervision is not in the other room or down the hallway.
* Supervision is not on the other side of the curtain providing care on another resident.
* NATs are never to be left alone in a resident room
* Supervision with documentation is required. NATs are to learn computer charting by documenting with the preceptor present, never alone.

\_\_\_\_\_\_\_ I agree to keep DON/ADON/Staff Development office updated with testing dates and results.

\_\_\_\_\_\_\_ I understand that certification must be received within 120 days from 1st day of class.

\_\_\_\_\_\_\_While performing perennial care/incontinence care must use soap and water. The graduate cannot use the rinse-less periwash.

\_\_\_\_\_\_\_ Learning is enforced by doing. NATs should be proficient in all ADL skills and job duties of a C.N.A. before their certification test date. All ADL care/skills are to be performed following the guidelines given to Nursing Assistants for certification testing.

Signature – NA in Training Date

Signature – Director of Nursing Date

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Nurse Assistant in Training** and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature – NA in Training Date

Signature – Director of Nursing Date

Signature – Administrator Date