Position Title: Licensed Nursing Assistant

Statement of Duties

Delivers basic nursing and restorative care within the facility's policies and procedures and in accordance with Federal and State Regulations. Duties are descriptive but not restrictive, and not all duties listed are necessarily performed by all members of the class.

Position Functions

Essential Functions

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County.

2. Attend report prior to starting resident care and keep licensed personnel informed of significant observations in resident care and environmental conditions, supply and equipment needs, and performance problems.

3. Assist residents with all aspects of personal hygiene including bathing, grooming, and dressing; administer specified skin care treatments according to facility protocol and the Resident Care Plan.

4. Provide assistance to residents for ambulation and movement including range of motion, turning, positioning, supporting or transferring; and assist residents with nutrition and bodily waste including feeding, hydration, toileting, bowel/bladder training, INO, and caloric counts.

5. Provide environmental and personal safety to residents involving adaptive devices and special clothing; accept responsibility for monitoring, application, and release of restraints according to policies and procedures; and provide comfort, rest, and activity, including privacy, physical and occupational skills for the resident.

6. Secure a safe environment for staff and residents by reacting to emergency situations per facility policy such as fire drills, redirecting wandering/confused residents, and resident falls; and ensure resident safety at all times and protect the rights of all residents at all times.

7. Obtain weights, pulse, respiration, temperature, and blood pressure when directed by Licensed Nurse; monitor Foley Catheters and provides catheter care daily; monitor oxygen gauges, alerting Charge Nurse appropriately; monitor, removes, and cleans ostomy appliances used for the purpose of assisting the resident to eliminate waste; perform Fleet enemas as requested by a Licensed Nurse.

8. Obtain adequate knowledge of Resident Care Plans in order to provide basic nursing care; comply with established nursing standards and policies and procedures of the nursing department and the facility; and maintain resident confidentiality and privacy.

9. Record and report intake and output when directed by a Licensed Nurse; perform charting duties and documents use/monitoring of restraints; report abnormalities in resident behavior or bodily function.

10. Identify and utilize infection control technique at all times; respect the spiritual belief system of residents; encourage residents to participate in their care appropriate to the residents optimal level of physical and mental functioning.

11. Fold and puts away resident personal laundry as required; assist smoking residents as necessary in smoking room; make sure residents are ready for appointments on and off the facility; and adhere to facility dress code.

Other Functions

1. Perform housekeeping concerns to assure environmental and personal safety for staff and residents such as mopping spills on floors, bed making or linen changing for occupied and unoccupied beds; cleaning wheelchairs, urinals, commodes, bedpans, eating surfaces, utility rooms, kitchens, day rooms, resident personal storage spaces and items; and placing clean linen in proper receptacles.

2. Cooperate with peers and licensed personnel to achieve goals, maintain good employee relations, interdepartmental and public relations, to maintain the residents' quality of care and quality of life.

3. Performs other duties as assigned.

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent; have successfully completed a Nursing Assistant Training Course certified by the State of New Hampshire, and have a current New Hampshire LNA License without restrictions or sanctions of any kind;. Unit Aide experience preferred. The candidate should have a minimum of three (3) months up to six (6) months prior experience, preferably as a Unit Aide.

A candidate for this position should have a knowledge of geriatric care, and relevant clinical training; the ability to make arithmetical computations and tabulations; have good organizational skills, and be able to establish and maintain effective working relationships with other employees and the general public.

Physical & Mental Requirements

Work is performed primarily in a moderately noisy setting at a nursing home, with exposure to outdoor weather conditions, toxic or caustic chemicals, moving mechanical parts, risk of electric shock, and risk of radiation up to 1/3 of the time; exposure to extremes of heat and cold up to 2/3 of the time; and exposure to fumes or airborne particles and illnesses more than 2/3 of the time. There is some risk of personal injury, especially when working with disoriented and/or combative residents and when exposed to bodily fluids there is the risk of infection.

Physical demands generally involve sitting, climbing or balancing, or stooping, kneeling, crouching or crawling up to1/3 of the time; reaching with hands and arms up to 2/3 of the time; and standing, walking, talking or listening/hearing, use of hands, and use of backs and legs for lifting more than 2/3 of the time. Frequently weight is lifted or force exerted up to or more than100 lbs. related to daily lifting and moving of residents. The position has normal vision requirements. Equipment used includes medical equipment.

Job Environment

Work at this level involves standard practices and procedures, which may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. Duties involve a variety of sequentially related steps and processes. The action and steps to be taken are generally apparent, or readily comparable to previously encountered situations, differing according to apparent factual differences. The incumbent is expected to exercise initiative to resolve most situations encountered, referring difficult cases to a supervisor. Errors made

could result in personal injury or delay or loss of service.

The incumbent may have occasional contact with the public through visits of families and friends of residents. Other contacts may be with other county personnel, doctor's offices, and nursing home staff. Contacts occur in person and through use of the telephone.

Supervision

Incumbent receives direct supervision. Assigned work is performed independently following established procedures. Supervisor is available to resolve unusual problems. Specific instructions are given for new or non-routine tasks. Work is reviewed on a spot-check basis, or through further processing for technical accuracy and compliance with requirements. Written and oral guides in the form of standing operating instructions and processing procedures guides are available and cover most situations encountered. A substantial portion of them may be recognized, and there is little interpretation necessary. When instructions do not apply, problems are referred to the supervisor.

The incumbent may have full access to confidential patient care records. Work changes can generally be anticipated, except in emergency or crisis situations. Incumbent works on a fixed shift and is generally required to work alternate weekends.

I have read and understand the Job Description for the Licensed Nursing Assistant.

_____ _____

Signature of Employee Date

_____ _____

Witnessed Date