



BROAD ACRES
& COUNTRY TERRACE

JOB DESCRIPTION

NURSING ASSISTANT

Under the supervision of the assigned LPN/LVN or RN Unit Supervisor, performs resident/patient care activities and related services necessary in caring for the personal needs, safety, and comfort of residents/patients as assigned. Assists in providing a positive physical, social, and psychological environment. Follows all Broad Acres policies and procedures.

REPORTS TO: LPN/LVN Unit Supervisor or Rn Unit Supervisor

ESSENTIAL FUNCTIONS

1. Assists with resident/patient care needs and comforts including but not limited to:
 - Assists or gives oral hygiene and mouth care.*
 - Assists with bathing functions and dressing/undressing as necessary.*
 - Assists with nail care, shaving and hair care.*
 - Assists with lifting, turning, positioning and transporting residents.*
 - Makes both occupied and unoccupied bed (as assigned)*
 - *Keeps residents/patients dry (i.e. change gown, clothing, linen, etc.) when he/she becomes soiled or wet.*
 - Checks resident/patients frequently to assure that their personal care needs are being met.*
 - Answers call lights promptly.*
2. Assists with nursing functions as follows:
 - Measures and records vital signs.*
 - Weighs and measures residents/patients.*
 - Collects Specimens (i.e. urine, stool, sputum)*
 - Prepares and gives enemas.*
 - Provides daily indwelling catheter care.*
 - Performs diabetic urine testing.*
 - Turns bedfast residents/patients at least every two hours.*
 - Provides daily range of motion exercises.*
 - Checks restrained residents/patients at least every thirty minutes and releases restraints every two hours for range of motion and takes to bathroom. Maintains an accurate record of restrained residents.*
 - Assists with care of dying residents.*
 - Maintains accurate intake and output records.*
3. Performs food service functions including:
 - Prepares resident/patients for meals (i.e. take to bathroom, wash hands, oral care, take to and from dining room, etc.)*
 - Serves food trays. Assists with feeding as indicated.*
 - Records the residents/patients food and fluid intake.*
 - Serves between meal and bedtime snacks.*
- Keeps resident's/patient's water pitchers clean and filled with fresh water on each shift.*
- Performs after meal care (i.e. clean residents/patients hands, face, clothing, brush teeth, take to bathroom, etc.)*
- Notes and reports changes in resident/patient eating habits, especially those on diabetic diet.
4. Assists with keeping nursing and resident/patient care area neat, sanitary and orderly.
5. Appropriately records and charges for supplies.
6. Participates in the Interdisciplinary Plan of Care process as assigned.
7. Follows work assignments and schedules.
8. Complies with laws and regulations applicable to position and acts in accordance with Broad Acres Compliance Program.*
9. Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.*
10. Treats all residents, visitors and staff with courtesy.
11. Assists in orientation and training of employees as assigned.
12. Safety
 - Knows and follows facility rules.
 - Demonstrates proper use of equipment. Reports equipment needs or repairs.
 - Follows facility smoking policies.
 - Reports and documents any incidents or accidents of residents, staff or visitors to the appropriate facility personnel.
 - Performs duties, which may include transportation of residents, as assigned in Facility Disaster Plan.
 - Uses required protective equipment.
 - Follows infection control standards, policies and procedures.
 - Reports all hazardous conditions/equipment to Supervisor.
13. Resident Rights
 - Knows Resident Rights. Helps the residents/patients exercise and/or protect their rights.
 - Reports resident/patient complaints to management.
 - Maintains confidentiality of resident/patient information.

14. HIPAA

- Follows and adheres to Broad Acres policies and procedures implementing HIPPA requirements for the privacy and security of protected health information.
- Uses and/or discloses only minimum amount of Protected Health Information necessary to complete assigned tasks.
- Reports all suspected violation of company's HIPAA policies or procedures to Facility Privacy Designee.

OTHER DUTIES:

- Performs other duties as assigned and consistent with the level of preparation and experience.*
- Works overtime, holiday and weekend hours as scheduled.

MINIMUM QUALIFICATIONS

EDUCATION: Certified in the State of Pennsylvania to work as a nursing assistant.

EXPERIENCE: Prior experience working in a long-term care facility is a plus.

SKILLS, KNOWLEDGE AND ABILITIES: Ability to relate positively, effectively, and appropriately with residents/patients, families, community members, volunteers and other facility staff. Possess special interest in, and a positive attitude about, working with long-term care residents/patients and the elderly. Able to read, write, speak and understand English. Meets all health requirements, as required by law. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS: The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date