

WALLA WALLA COMMUNITY HOSPICE

Certified Nursing Aide

Accountable to: This role is accountable to the Director of Patient Services

Purpose: As a member of the interdisciplinary team, the CNA is responsible for personal care services to patients in the home according to a written Plan of Care. The CNA is also expected to provide and maintain bodily and emotional comfort and to assist patients to achieve maximum quality of life.

Qualifications:

- 1) Preferably a high school graduate or equivalent GED
- 2) At least 18 years of age
- 3) Possession of a license to practice as a Nursing Assistant Certified (NAC) in the states of Washington and Oregon
- 4) Successful completion of competency test and skills evaluation
- 5) Experience working as a nursing or therapy assistant preferred
- 6) Have reliable transportation
- 7) Valid state driver's license and good driving record
- 8) Satisfaction of state and agency requirements for Tuberculin testing, AIDS training, and criminal background screening
- 9) Physical Demands: be able to transfer, lift, and position patients up to 30lbs occasionally and 50 lbs rarely
- 10) Completion of orientation and training program
- 11) Have the Hepatitis B immunization series, proof of having received series, or declination
- 12) Abilities:
 - a) Ability to accept a variety of assignments, and to adjust to changing situations
 - b) Ability to read and to write clearly, concisely and legibly
 - c) Ability to follow written and oral instructions
 - d) Ability to communicate effectively with, and respond appropriately to, patients, families and care givers
 - e) Ability to work cooperatively with others and function as a member of a team
 - f) Ability to maintain a neat and clean appearance
 - g) Ability to perform personal patient care and maintain a mature, sensitive, and caring attitude toward patients and their families

Functions: This is a list of major functions of the position, for guidance. It is not intended as a complete list and may be modified verbally or in writing by the Executive Director and/or supervisor at any time to reflect the changing needs of WWCH.

1. Under the direction and ongoing supervision of the registered nurse, provides essential personal care assistance to the patient which may include the following:
 - a. With bath, care of mouth, skin, and hair
 - b. Taking to the bathroom, or in using bedpan or commode
 - c. Assist with getting in and out of bed as well as with ambulating activities as ordered under the care plan
 - d. Doing prescribed exercises that the patient and Nursing Assistant Certified have been taught by appropriate professional personnel
 - e. Assist with medications that can be self-administered under specific written orders from the physician to Hospice
 - f. By performing such incidental household services as are essential to the patient's well-being at home
 - g. Assist with eating and preparing meals including special diet
 - h. Takes a patient's temperature, pulse and respirations if supervised by a registered nurse and these are required by the Plan of Care
 - i. Assists with shopping if the patient has no other resource available
 - j. Accompanies the patient to appointments (no driving permitted) if requested to do so by the patient's primary RN.
2. Provides emotional support and compassionate care to the patient and family unit including:
 - a. Demonstrates listening skills
 - b. Offers encouragement when appropriate
 - c. Practices patience in voice and manner
3. Maintains required competency and skills in the following areas:
 - a. Documented initial and ongoing two-week supervision and evaluation by RN on each case assignment
 - b. Participates in annual performance review
4. Reports any changes in the patient's condition or family situation immediately by call the Hospice office and notifying the Patient Care Coordinator and/or the patient's Primary RN
5. Practices Universal Precautions according to OSHA regulations and Walla Walla Community Hospice policy
6. Adheres to all Walla Walla Community Hospice policies and procedural guidelines
7. Attends at least twelve (12) hours of continuing education programs per calendar year
8. Maintains current knowledge and practice of infectious disease protocols

9. Additional demands/conditions for the NAC to cope with:
 - a. Physical exertion - walking, lifting, pulling, driving, step climbing, flex hours, and travel
 - b. Exposure to infections, communicable diseases, odors, blood, excreta, and hazardous materials
 - c. Periods of stress - variable workloads and deadlines, exposure to terminally ill patients and their families
10. Assists in orienting new staff members as requested by Patient Care Coordinator
11. Classification of Employment: The position of NAC (nursing assistant certified) is on an at-will basis. This means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or reason, unless expressly prohibited by law