

EMERALD HEIGHTS

Job Description

Job Title: Nursing Assistant Certified (NAC)
Department: Corwin Center
Classification: Hourly; non-exempt
Reports to: Staff Development Coordinator
Grade: 13

Job Overview: The Nursing Assistant Certified (NAC) provides direct care, assisting the resident to reach and maintain the highest level of functioning as practical for each individual.

DUTIES AND RESPONSIBILITIES

Personal Care Nursing Functions

- Provide personal care to residents as indicated by the resident's care plan and according to Emerald Heights' policies and procedures.
- Provide personal care to residents with full knowledge of all legal responsibilities (residents' rights).
- Provide care to residents in an efficient and timely manner.
- Check residents routinely to assure their personal care needs are met.
- Take and record resident vital signs.
- Record specific intake and output when included in care plan.
- Answer call lights promptly.
- Assist resident in walking, using wheelchair, range of motion and self-exercise. Must use transfer belt when applicable. May require the assistance of another aide, depending on weight and physical abilities of resident.
- Assist in lifting and transferring residents using proper body mechanics and techniques.
- Reposition residents frequently or as indicated on care plan.
- Provide incontinent care according to facility policy and procedure.
- Assist residents with routine morning and evening care including oral and denture care.
- May be required to assist resident in tub bathing, showering or sponge bathing as indicated on care plan.
- May be required to assist in personal grooming of residents, e.g., brushing hair, trimming fingernails and toenails.
- Provide eye and ear care as instructed.
- Weigh and measure residents as instructed.
- Assist with application of nonsterile compresses.
- Assist residents in preparing for medical tests/physical exams.
- Assist residents in preparing for activity and social programs.
- Assist in transporting residents to/from appointments, activity and social programs, etc.
- Assist with care of dying resident.
- Provide post-mortem care as instructed.
- Treat each resident, regardless of circumstances, with consideration, dignity and respect at all times.
- Report any difficulty or problems in carrying out resident care to licensed nurse immediately.

Special Nursing Care Functions

- Observe and report presence of pressure areas and skin breakdowns.
- Provide daily catheter care.

- Provide daily perineal care as needed.
- Assist with application of slings, elastic bandages, binders, etc.
- Give tepid sponge baths.
- Observe disoriented and comatose residents. Record and report data as instructed.
- Turn all medications found in the resident's possession over to the licensed nurse and report to the DNS.

Care Plan Functions

- Review resident status sheet daily to determine change in the resident's daily care routine have been made on the care plan.
- Inform licensed nurse of any changes in the resident's condition so that appropriate information can be entered on the resident's care plan.
- Ensure that notes reflect that the care plan is being followed.

Food Service Functions

- Prepare resident for meals.
- Serve food trays. Assist with feeding as indicated.
- Assist resident with identifying food arrangements.
- Record food/fluid intake. Report changes in resident's eating habits.
- Keep water pitchers clean and filled with fresh water and within easy reach of resident.
- Serve between meals and bedtime snacks.
- Assist resident with washing hands and face after meals.
- Check rooms for food articles.

Admission, Transfer and Discharge Functions

- Ensure resident's room is ready for receiving resident.
- Greet and escort resident to his/her room.
- Introduce resident to his/her roommate, if any, and any other residents and personnel as appropriate.
- Make resident comfortable.
- Inventory and coordinate marking the resident's personal possessions as instructed.
- Store resident's clothing.
- Assist resident with packing personal possession upon transfer or discharge.
- Transport resident to new room or other location.
- Assist resident with loading/unloading as necessary.

Safety and Sanitation

- Follow established safety precautions in performance of all duties.
- Report all safety violations.
- Report all hazardous conditions and equipment to licensed nurse immediately.
- Notify licensed nurse of any resident leaving or missing from the facility.
- Keep floors dry. Report spills immediately.
- Keep excess supplies and equipment off the floor. Store in designated areas.
- Keep residents' personal possession off the floor and properly stored.
- Follow established smoking regulations. Report all violations.
- Check restrained residents at least every 30 minutes.
- Release restraints at least every 2 hours for range of motion exercises, taking to bathroom, etc.
- Maintain record of restrained residents, times restraints were released and how long the restraints were released.
- Keep call system within easy reach of resident.
- Keep bedside rails up when resident is in bed, as instructed.

- Before leaving work area for breaks, or at the end of the work day, store all tools, equipment and supplies.
- Wash hands before and after performing any service for the resident
- Prepare wheelchairs, walkers, etc. for washing, as instructed.
- Clean and sanitize equipment.
- Clean, disinfect and return all resident care equipment to its designated storage area after each use.
- Keep residents' rooms neat and tidy.
- Wash hands before entering and leaving an isolation room/area.
- Follow established isolation precautions and procedures.
- Report any communicable or infectious disease that you contact to the ADNS.
- Participate in facility's disaster/fire drills.

Equipment and Supply Functions

- Use only the equipment you have been trained to used.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job.
- Report defective equipment to licensed staff.
- Inform licensed nurse of your equipment and supply needs.

General Functions

- Participate in and receive the nursing report upon reporting for duty.
- Complete required charting in a timely manner.
- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Use photo or wristband to identify residents before administering care, serving meals, etc., as necessary.
- Maintain confidentiality of all resident care information.
- Treat all residents fairly and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy.
- Knock before entering resident's room and wait for permission to enter.
- Provide back-up for restorative aide or bath aide as directed.

REQUIREMENTS

- Current NAC certification in Washington State with at least 6 months' experience.
- High school diploma or equivalent.
- Speak, read, and write English.
- Understand and carry out directions or instructions both written and verbal.
- Knowledge of general interests and needs of older adults.
- Desire to work with older adults.
- Skill in recognizing physical, mental and emotional needs of residents.
- Cheerful, pleasant disposition.
- Able to record messages and keep records.
- Willingness to perform variety of tasks that may involve unpleasant conditions while maintaining patience and tact.
- Able to work in close cooperation with staff members.
- Time management skills.
- Able to maintain confidentiality.
- Able to assist in evacuation of residents.
- Regular, predictable, and dependable attendance.

