

EMERALD HEIGHTS

Job Description Format

Job Title: Restorative Nursing Assistant
Department: Corwin Center
Classification: Hourly; non-exempt
Reports to: Restorative Nursing Supervisor
Grade: 14

Job Overview: The Restorative Nursing Assistant (RNA) helps provide a resident-specific restorative program designed by the rehab disciplines that seeks to promote the highest level of functioning in the residents' ADLs and mobility.

DUTIES AND RESPONSIBILITIES

Restorative Care Functions

- Perform restorative care treatments.
- Encourage residents to perform or participate in daily ADL functions.
- Demonstrate to residents and staff, as necessary, the procedures involved in the treatment process.
- Recommend modifications and changes in the resident's restorative care as indicated.
- Instruct and supervise resident during therapy.
- Brief resident of procedures involved in restorative care and prepare necessary equipment.
- Prepare resident for treatment by dress/position and administer restorative care in accordance with established policies and procedures.
- Reassure resident before and during therapy treatment.
- Assure that all restorative care notes are informative and descriptive of the treatment provided and of the resident's response to the care.
- Ambulate residents in accordance with resident's plan of care.
- Provide range of motion (ROM) in accordance with resident's plan of care.
- Set up and coordinate the Progressive Self Feeding Program.
- Provide pool therapy in accordance with resident's plan of care.
- Providing assist with pet therapy, garden therapy in accordance with resident's plan of care.
- Conduct strength and conditioning exercise programming.
- Provide hot pack treatments in accordance with resident's plan of care.
- Coordinate splinting program.
- Provide weight bearing therapy in accordance with resident's plan of care.
- Coordinate skin maintenance program.
- Assist in standardizing the methods in which restorative care will be accomplished.
- Participate in and receive change of condition report.

Personal Care Functions

- Give backrubs as instructed.
- Assist residents with hair care functions, i.e., combing, brushing, shampooing, etc.
- Assist residents with nail care, i.e., clipping, trimming and cleaning finger/toenails. (Note: does not include diabetic residents.)
- Keep residents dry, i.e., change gown, clothing, linen, etc. when it becomes wet or soiled.
- Position bedfast residents in correct and comfortable position.
- Put extra covers on beds as requested.

- Assist resident with bowel and bladder functions, i.e., take to bathroom, offer bedpan/urinal, portable commode, etc.
- Keep incontinent residents clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Assist residents in preparing for a physical examination and medical tests, i.e., lab work, x-ray, therapy, dental, etc.
- Assist residents in preparing for activity and social programs, i.e., church services, parties, visitors.
- Assist in transporting residents to/from appointments, activity and social program, etc., as necessary.
- Assist with lifting, turning, moving, positioning and transporting residents into and out of beds, chair, bathtubs, wheelchairs, lifts, etc.
- Answer resident calls promptly.
- Assist resident to walk with or without self-help devices as instructed.
- Assist with application of nonsterile (moist and dry) warm/cold compresses.
- Assist with care of dying resident.
- Check resident routinely to assure their personal care needs are met.
- Report observed problems to Restorative Nursing Supervisor or licensed nurse immediately.

Special Nursing Care Functions

- Observe and report presence of pressure areas and skin breakdowns to prevent decubitus ulcers.
- Assist with application of slings, splints.
- Provide residents with reality orientation as instructed.
- Perform special treatments as instructed.
- Watch for and report any change in room temperature, ventilation, lighting, etc.

Documentation

- Assist in the assessment process for all new referrals and provide RNS and/or primary nurse with pertinent input.
- Maintain daily PSFP documentation on flowsheets and meal monitor
- Record all entries on flow sheets, notes, charts, etc., in an informative and descriptive manner.
- Use the wristband or photo card file to identify residents before administering treatments, serving meals, etc., as necessary.
- Maintain intake and output records as instructed.
- Record Range of Motion exercise data as instructed.
- Report all accidents and incidents observed on the shift as they occur.
- Use only authorized abbreviations established by Emerald Heights when recording information.

Food Service Functions

- Assist in set-up for Progressive Self-Feeding Program (PSFP).
- Serve food trays. Assist with feeding as indicated, i.e., cutting foods, feeding, assist in dining room supervision, etc. in PSFP program/quiet dining.
- Assist residents with identifying food arrangement, i.e., informing residents with sight problems, or foods on tray, where food located, if food is hot or cold, etc.
- Record resident's food/fluid intake.
- Report changes in resident's eating habits.
- Perform after meal care, i.e., remove trays, clean resident's hands, face, clothing.

Care Plan Functions

- Review restorative aide flowsheet prior to each treatment to determine if changes in the resident's care have been made on 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 your notes reflect that the care plan is being followed.

Resident Rights

- 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.
- Report all residents' grievances and complaints to RSN/licensed nurse.

Safety and Sanitation

- Notify licensed nurse of any resident leaving/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 possessions off the floor and properly stored.
- Follow established smoking regulations. Report all violations.
- Keep call button within easy reach of resident.
- Keep bedside rails up when resident is in bed when directed by physician's orders.
- Report all hazardous conditions and equipment to maintenance; monitor follow-up.
- Follow established safety precautions in performance of all duties.
- Report all safety violations.
- Before leaving work area for breaks, or at end of shift, store all tools, equipment, and supplies.
- Wash hands before and after performing any service for residents.
- Clean, disinfect, and return all resident care equipment to designated storage area after each use.
- Perform routine housekeeping duties, i.e., clean bedrails, overbed table, night stand, etc. that related to nursing care procedures.
- Report any communicable or infectious disease that you contact to infection control nurse.
- Follow established isolation precautions and procedures.
- Use gowns and gloves as indicated.
- Keep and use gait belt at all times.

Equipment and Supply Functions

- Maintain durable equipment roster and check-out system, i.e., for wheelchair walkers, tab monitor, wanderguard, low bed frame and alternating pressure mattress.
- Keep storage room neat and organized.
- Label all wheelchair and walks with resident's name as well as initiating a form for check-out.
- Use only equipment you have been trained to use.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job. Do not be wasteful.
- Report defective equipment to maintenance.
- Inform licensed nurse of equipment and supply needs.

General Responsibilities

- Follow work assignments, and/or work schedules in completing and performing assigned tasks.
- Perform all assigned tasks in accordance with established policies and procedures and as instructed by supervisors.
- Instruct NACs regarding residents' restorative needs.
- Notify supervisor in a timely manner when you will be late or absent from work.

- Cooperate with staff to assure that nursing services can be adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.
- Meet with nursing management on a regular basis to assist in identifying and correcting problems areas, and/or improvement of services.

REQUIREMENTS

- Able to read, write, speak and understand the English language.
- High school diploma or equivalent.
- Current NAC certification for Washington State.
- Understand principles and purpose of restorative program and promote resident function, motivation, and independence.
- Know and demonstrate range of motion techniques (proper body mechanics) and gait training.
- Able to demonstrate basic swimming and life-saving skills.
- Able to make independent decisions when circumstances warrant.
- Able to document residents' progress accurately and in a timely manner.
- Able to relate to and work with the ill, disabled, elderly, emotionally upset and, at times, hostile persons within the Corwin Center.
- Able to deal tactfully with residents, family members, visitors, other staff, government agencies/personnel, and the general public.
- Able and willing to work harmoniously with professional and non-professional personnel.
- Patience, tact, cheerful disposition and enthusiasm as well as willingness to handle difficult residents.
- Able to cope with the mental and emotional stress of the position.
- Able to keep confidentiality.
- Willing to seek out new methods and principles and incorporate them into existing nursing practices.
- Able to relate information concerning a resident's condition.
- Attend and participate in scheduled training and educational classes.
- Knowledge, ability and willingness to assume NAC responsibilities when needed.
- Regular, dependable and reliable attendance.

Physical Demands

- Extensive walking and standing. Move actively through the day.
- Must be able to lift at least 50 pounds of weight, which is required when transferring a resident from a bed to a wheelchair. A transfer belt is necessary and required when transferring any resident. Other nurses aides are available to assist with heavier residents if needed.
- Carrying, reaching, pushing/pulling, grasping, twisting, bending, squatting, crouching and kneeling also required.
- Able to assist in the evacuation of residents.

Working Conditions

- Exposure to bloodborne pathogens: Level I.
- Work throughout the nursing service area, i.e., resident rooms, nurses' stations, pool area.
- Subject to frequent interruptions.
- Subject to hostile and emotionally upset residents, family members, or visitors.
- May work on weekends and holidays and in other positions temporarily, when necessary.
- Subject to falls, burns from equipment, odors, etc. throughout the work day.

Job Description Change

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Emerald Heights. When changes are necessary, a written addendum will be added to this job description.

Statement of Understanding:

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Emerald Heights or myself with or without notice.

Employee Signature

Date

Supervisor

Date