

JOB DESCRIPTION

JOB TITLE: Geriatric Nursing Assistant

Department: Nursing

Job Relationships:

Supervised by: RN/LPN/ADN/DN

Supervises: None

POSITION SUMMARY:

The Geriatric Nursing Assistant is responsible for providing direct care and simple technical nursing services to residents under the direction and supervision of a licensed nurse. The Geriatric Nursing Assistant will establish and maintain an environment that is safe and therapeutic for residents. In conjunction with other members of the interdisciplinary team, he/she will implement individualized care plans with special emphasis on the rehabilitative, physical, safety and social desires and needs of each resident.

QUALIFICATIONS: Education, Training, Experience, and Abilities

Must have completed at least tenth grade -- high school graduate preferred and must be able to read and write and have ability to communicate in English with residents. Must meet OBRA guidelines on Geriatric Nursing Assistant training and certification. Must maintain certification in good standing.

Sense of responsibility. Moral integrity. Common sense.

Sincere desire to work with the aged and infirm, and ability to anticipate their needs and moods.

Good mental and physical health.

Patience and compassion essential.

Pleasant, cheerful, tactful, courteous when handling patients and/or relatives.

Level-headed and calm in emergencies.

Ability to cooperate with other personnel.

Ability to treat resident information as confidential material.

Ability to physically lift and/or transfer residents as needed for their care and safety. Must have ability to physically lift 100 lbs. by themselves, using proper body mechanics; must have ability to physically lift greater than 100 lbs with assistance and using proper body mechanics.

Must be able to stretch arms above head and bend to pick up objects from the floor.

Must be on time for the shift they are scheduled to work, such as at 7:00 a.m. for 7 - 3; at 3:00 p.m. for 3 - 11; and at 11:00 p.m. for 11 - 7 unless otherwise arranged with Director of Nursing.

Must be able to understand, read and communicate in English.

Must be able to accomplish all responsibilities without supervision or other employee assistance after the training period is completed and do so without injury to oneself or other individuals.

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RESPONSIBILITIES:

1. Recognizes resident's rights and abides by Resident Bill of Rights at all times.
2. Attends change of shift report and receives assignment from Charge Nurse/Unit Manager.
3. Gives general A.M. care to residents. Bathes and dresses residents. Gives showers, whirlpool baths and bed baths. Provides mouth care, brushing teeth or applying dentures. Assures that residents are appropriately and comfortably clothed. Gives shampoos and hair care, beauty care, shaves male residents, cleans and trims nails, provides personal hygiene and perineal care. Makes beds, sets rooms in order, waters flowers, and fills water pitchers.
4. Cares for glasses, dentures, beds and other equipment used in the care of residents.
5. Encourages resident's highest level of functioning, allowing and encouraging residents to participate in self-care and providing cues and assistance as needed.
6. Assists patients to and from the bathroom, offers bedpans and keeps incontinent patients clean at all times. Changes linens as often as necessary. Assists in bowel and bladder training program.
7. Transfers residents from bed/chair using good body mechanics. Obtains assistance for all total lift transfers. Operates mechanical lifts, transports residents to and from activities and dining room.
8. Assists residents with menu selection, checks diet trays with diet orders before serving trays. Sets up, cues and feeds residents as needs require. Removes trays/meals; assists with personal after meal care. Supervises residents while eating. Serves nourishments and fresh water.
9. Settles residents for naps and bedtime. Provides hs care.
10. Turns and positions residents in good alignment.
11. Performs personal services for residents such as reading to them, writing letters for them, operating TV and radio, assisting them with recreational and occupational therapy projects, running errands and doing whatever possible to promote comfort, security and rehabilitation.
12. Assists with and/or performs procedures that have been assigned and with supervision such as admitting, transferring, discharging residents; taking and recording vital signs, measuring and recording intake and output; collecting specimens; giving care to residents in casts or traction; giving enemas, orients new residents to environment, room, roommate, staff and routine; weighing and measuring residents and recording results; and documenting on voiding diary BM's and food intake.
13. Responds quickly to call lights for all residents.
14. Assists with care of the dying and with post-mortem care.
15. Observes residents refusal of care, mood, reaction, appetite, etc., and reports findings to supervisor immediately. Reports any injuries to residents immediately.
16. Applies standard precautions in all resident care. Follows isolation procedures when indicated. Washes hands before and after resident contact.

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17. Assists with restorative and rehabilitative care of residents i.e. instructions in self-help, applying and removing splints, providing ROM, assisting with ambulation, etc.
18. Runs errands as directed by supervisor; may answer phone or intercom; participates in fire and disaster drills.
19. Participates in unit cleaning duties, as directed. Empties and cleans bedpans and bedside commodes.
20. Attends 12 hours of in-service and staff meetings yearly.
21. Maintains a professional manner when in contact with residents, families and friends, staff and outside agencies. Maintains high levels of communication between all members of the interdisciplinary team. Uses verbal and non-verbal communication skills in interacting with residents.
22. Maintains a safe environment for residents; follows all safety rules; applies safety devices as directed by supervisor.
23. Performs any duties or assignments as requested by the supervisor, within his/her skill or training ability.

JOB DEMANDS: Physical, Emotional

Strenuous physical activity involved such as:

- (a). Physically lifting 100 lbs. by themselves, using proper body mechanics;
- (b). Physically lifting greater than 100 lbs. with assistance and using proper body mechanics;
- (c). Walking and walking while pushing residents in a wheelchair or geri-recliner;
- (d). Standing;
- (e). Lifting and/or moving equipment.

Must be on constant alert for possible injuries to patients or others.

Exposed to infections and odors.

Exposed to physical and emotional disabilities of the aged, which may include combative residents.

Under direction of charge nurse may have to handle emotional disturbances of residents.

All work areas have good lighting and ventilation.

Considerable interaction with residents and staff.

Be able to understand, read and communicate in English.

Coming to work in all kinds of inclement weather.

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Exposures to infectious diseases are possible. Employees who are immuno-suppressed should be aware of the potential hazards.

I have received a copy of this job description. I have read and understand the job qualifications, responsibilities and demands.

Signature

Date

6/04