



Wallowa County Health Care District

JOB TITLE: Certified Nursing Assistant

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Med-Surg

DATE: April, 2023

REPORTS TO: Nursing Supervisor

APPROVED BY: Chief Nursing Officer

JOB SUMMARY:

A Certified Nursing Assistant provides hands-on nursing care for patients under the supervision of a licensed nurse, with an emphasis on daily care needs, vital sign measurement, nutrition, personal hygiene and cleanliness, mobility, grooming and skin care. Employees will work collaboratively to meet the strategic goals of the hospital.

The employee will demonstrate Wallowa Memorial Hospital's mission to Provide Premier Healthcare and will display our values of compassion, respect, integrity, quality, stewardship and family in all interactions with patients, visitors and staff. Employees will work collaboratively to meet the strategic goals of the hospital. The employee will commit to patient experience excellence, the sum of all interactions, shaped by Wallowa Memorial Hospital's culture, that influence patient perceptions across the continuum of care, in all interactions and at all touch points.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform this job successfully an individual must be able to perform each essential duty satisfactorily, and must have a complete understanding of her/his limitations in turn seeking advice when necessary.

- Provide direct patient care in accordance with treatment plans, as directed by the RN or Therapist.
- Demonstrates utilization of proper body mechanics for self and patient.
- Demonstrates utilization of proper infection control standards and practices.
- Communicates clearly and appropriately to the appropriate health care team member.
- Complies with the organization's standards of care and Oregon Nursing Practice Act.
- Is knowledgeable of equipment within the units such as lifts, patient beds, chairs and (glucometers CNAII).
- Establish & maintain solid work relationships, through communication, cooperation, and positive interaction with all employees, staff and physicians.
- Demonstrate ability to learn and maintain appropriate technical skills to timely and accurately document in the electronic medical record system.
- Demonstrate ability to maintain a high level of output without sacrificing quality.
- Ability to complete work assignments accurately and in a timely manner
- Working knowledge of relevant regulatory requirements, CMS, National Patient Safety Goals and continued readiness related to healthcare or hospital standards.
- Supports and maintains a culture of safety, quality and positive patient experience.



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- Supports and maintains a culture of safety, quality and positive patient experience.

POSITION SPECIFIC COMPETENCIES:

- Organizing, Planning, and Prioritizing Work: Develop specific goals and plans to prioritize, organize, and accomplish your work while maintaining premiere patient care.
- Assisting and Caring for Others: Assist patients with activities of daily living, medical attention, emotional support, or other personal care to patients, families, coworkers, and any other customers.
- Communication: Ensure clear & appropriate communication with all individuals involved in patient care.
- Critical Thinking: Applied by the CNA in the process of solving problems of patients and decision-making processes with creativity to enhance the outcome. It is an essential process for safe, efficient, and skillful patient care.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes patient/family needs assessment, meeting quality standards for services, and evaluation of patient/family satisfaction.

EDUCATION & EXPERIENCE:

- Current CPR Certification
- High School Graduate or GED certificate
- Oregon State Board CNA certificate
- Able to read/follow written instructions and document care given.
- Computer skills required

CNA I	<ul style="list-style-type: none"> • Current Oregon CNA certification
CNA II A	<p>ALL THE REQUIREMENTS LISTED BELOW</p> <ul style="list-style-type: none"> • Current Oregon acute care CNA II certification • Current BLS certification • Must maintain annual competencies in accordance with OSBN CNA II licensure
CNA II B	<p>ALL THE REQUIREMENTS LISTED BELOW</p> <ul style="list-style-type: none"> • Must comply with current CNA II A criteria • Must have attained/maintained one or more of the following specialized area competencies and demonstrated annual competency <ol style="list-style-type: none"> a. OB competency b. ER competency



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CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

WORK ENVIRONMENT:

This job operates in a healthcare setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move items over 20 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.

POSITION TYPE & EXPECTED HOURS OF WORK:

This position is in a healthcare facility which is open 24 hours a day, 365 days a year. Rotating shifts as well as holiday and work during inclement weather will be required.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date

ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: CNA Level I & Level II Date Form Completed: 4/11/2017

Form Completed By: JENNI WORD Title: CNO

Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

Interpersonal Interactions – Frequency C 66% +

- C Simple – such as basic information exchange, etc.
- R Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- R Complex – such as coaching, negotiating, selling, making group presentations, etc.

Supervision – Frequency R Up to 33%

- R Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- R Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- R Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

Problem-Solving – Frequency F from 33-66%

- F Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- R Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- R Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

Analyzing/Evaluation – Frequency F from 33-66%

- F Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- R Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- R Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

Decision-Making – Frequency F from 33-66%

- F Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- R Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- R Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

Equipment Operation – Frequency F from 33-66%

- F Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- R Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- R Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

Discretion/Confidentiality – Frequency C 66%+

- C Simple – work responsibilities seldom concern confidential and/or sensitive information.
- C Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- C Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

Math Skills – Frequency F from 33-66%

- F Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- R Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- R Complex – ability to perform extrapolation and analysis, using advanced math calculations.

Teamwork – Frequency C 66%+

- F Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- F Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- F Complex - teamwork and cooperation are essential to the successful completion of own and others job duties.

Read/Write/Speak English – Frequency C 66%+

- C Simple – ability to understand and follow basic verbal instructions and respond understandably.
- C Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- C Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

Creativity – Frequency R Up to 33%

- F Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- R Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- R Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

Task Handling – Frequency F from 33-66%

- R Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- F Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- R Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.

ADA – PHYSICAL ACTIVITY REQUIREMENTS

Position Assessed: CNA Level I & II Date Completed: 4/11/2017

Form Completed By: JENNI WORD Title: CNO

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33-66%	CONTINUOUSLY 66 TO 100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions Using Hands/Wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions Using Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING OR CARRYING DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33 TO 66 %	CONTINUOUSLY 66 TO 100%
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>