

JOB DESCRIPTION

Surgical Nursing Unit Certified Nursing Assistant

Department: Surgical Nursing Unit
Reports to: SNU Manager
Ages of patients served Age 12 through geriatric

JOB SUMMARY

The nursing assistant is an individual who is trained to perform various patient care related activities under the direction of licensed personnel within the limits of the job description.

JOB DUTIES AND RESPONSIBILITIES (in order of priority)

1. Report to the Nursing Unit on dates scheduled to work
2. Assist the licensed nurses on the Nursing Unit in performing non-licensed patient care to include the following:
 - a. Perform all routine and post operative vital signs for all assigned patients
 - b. Answer patient call lights and attend to patient needs as able.
 - c. Inform licensed nurse of patient requests if unable to attend to needs independently
 - d. Assist patients with daily bathing
 - i. First day or "fresh" post operative patients should be given a complete bed bath to preserve their strength for ambulation or physical therapy exercises, and to insure that their IV's do not become dislodged while bathing
 - ii. Those patients going home should be encouraged to do as much care as possible independently, and should be assisted as necessary to complete their baths
 - e. Turn patients who are not independent every two hours and assist with turn, cough, and deep breathing.
 - f. Record all I & O and vital signs
 - g. Remove TED hose daily, twice every shift
 - h. Change linen daily and as needed
 - i. Empty foley catheters and drains, recording output on I & O sheet
 - j. Apply and maintain ice packs as ordered
 - k. Use and maintain cold therapy units and CPM machines
 - l. Weigh patients as ordered
 - m. Assist in passing meal trays, recording I & O.
 - n. Prepare rooms for admissions by placing equipment, linen and admit pack in room.
 - o. Stock supplies in patient rooms
 - p. Answer telephones and direct visitors as necessary
 - q. Assist with other miscellaneous duties as assigned by Charge Nurse, Team Leader or Department Manager

3. Desired traits/behaviors
 - a. Professional
 - b. Team player
 - c. Organized
 - d. Honest
 - e. Conscientious
 - f. Positive
 - g. People oriented
 - h. Personable
 - i. Flexible
 - j. Responsible
 - k. Motivated
 - l. Hard working
4. Follows SSH policies and procedures
5. Utilizes effective communication skills to facilitate the flow of written and verbal communication with the public and all members of the healthcare team
 - a. Answers telephone promptly interacting both professionally and courteously
 - b. Conveys messages in a timely manner
 - c. Refers all physician orders to an RN
 - d. Answers intercom promptly and courteously
 - e. Demonstrates respect, tact and diplomacy in all interactions
 - f. Responds to patients, families and members of the healthcare team in a professional manner
 - g. Maintains confidentiality according to HIPPA and Stanislaus Surgical Hospital policies
 - h. Follows the chain of command
6. Adheres to policies and procedures of SSH in regards to unit activities and personal behavior
 - a. Maintains a professional appearance, following the Nursing Unit dress code
 - b. Punctual, taking rest and meal breaks on time
 - c. Utilizes good hygiene
 - d. Keeps up-to-date on unit and hospital activities through memos, policies, procedures, e-mail and staff meeting attendance
 - e. Observes personal, patient and staff safety
 - f. Adheres to SSH infection control policies and procedures
 - g. Maintains universal precautions at all times
7. Takes an independent role in coordinating unit support services
 - a. Functions as a cohesive team member in care delivery, unit activities and acts as a resource for other team members
 - b. Accepts constructive feedback in a professional manner
 - c. Asks for assistance when needed
 - d. Offers help willingly within the boundaries of skill level and job description
 - e. Promptly reports safety hazards
 - f. Actively provides input for change
 - g. Attends mandatory staff meetings and in-services

8. Participates in opportunities for career enhancement and professional growth
 - a. Identifies own educational needs and participates in independent study, in-services or continuing education as needed
 - b. Supports cost containment by monitoring use of supplies
 - c. Maintains flexibility in scheduling work hours
 - d. Ability to work in a fast paced, stressful environment

JOB SPECIFICATIONS

1. Minimum high school education or equivalent
2. Current California nurse assistant certification
3. Current BLS certification
4. One to two years acute hospital experience
5. Excellent oral and writing skills
6. Physical condition to meet the demands of the position

Employee Signature

Date