Position Purpose:
The Certified Nursing Assistant (CNA) works under the direction of the Registered Nurse. The CNA is assigned to specific clients by the registered nurse and performs services for the client as necessary to serve the needs of residents. The CNA reports directly to the Director of Nursing.

Qualifications:
1. Have successfully completed a formal certification training program and/or passed a written skills test and competency evaluation as Certified Nursing Assistant in the US and have current licensure with Minnesota Department of Health.
2. Be at least eighteen (18) years of age.
3. Have experience in a health care facility.
4. Have demonstrated sympathetic attitude toward care of the sick.
5. Possess the ability to read, write and carry out directions.
6. Possess the maturity to deal effectively with the demands of the job.
7. Have demonstrated the ability to work with little supervision and make appropriate judgments.
8. Have demonstrated dependability, tact, and ability to follow orders.
9. Possess and maintain good physical and mental health, including current TB testing.
11. Must receive at least 8 hours of in-service training during each 12 month period.
12. Must have reliable transportation.

Specific Functions/Responsibilities:
1. Perform personal care activities for client(s), including but not limited to:
   a. Bathing
   b. Shampoo Hair
   c. Skin Care / Nail Care
   d. Oral Hygiene
   e. Shaving
   f. Dressing
2. Assist with ambulation, transfers and exercise.
3. Must have excellent communication skills.
4. Perform household services essential to health care at home, including but not limited to:
   a. Meal Preparation / Feeding
   b. Laundry
   c. Light Housekeeping
5. Assist in the administering of medications and treatments under the direction and supervision of the registered nurse.

6. Report changes in the resident’s condition and needs to the registered nurse.

7. Complete the appropriate records to document cares given and pertinent observations.

8. Respond and attend to residents’ request promptly.

9. Maintain proper hand washing techniques.

10. Communicate effectively with all members of the interdisciplinary team.

11. Maintain a safe resident environment.

12. Maintain resident confidentiality; treat residents and families with respect.

13. Understand, respect and respond to the emotional needs of each resident.

14. Perform other related duties and responsibilities as deemed necessary.

15. Be fully knowledgeable on the facilities policies and the Employee Right To Know policies

16. Transport residents to and from appointments. Must have current drivers insurance and license.

17. Must be able to work with animals (dogs, cats, birds etc..) belonging to residents; including but not limited to: walking, feeding, grooming, etc…

18. Pet duties as deemed necessary for a resident or house pet.

19. Any other duties as assigned by Owner or Registered Nurse.

Medication Administration:

A Certified Nursing Assistant may administer medications, whether oral, suppository, eye drops, ear drops, inhalant, topical if:

1. The medications are regularly scheduled.

2. Prior to the administration, the CNA is instructed by a Registered Nurse in the procedures to administer the medication to each resident.

3. A Registered Nurse specifies, in writing, and documents, in the resident’s clinical records, the procedures to administer the medications to each client.

4. Prior to administration, the CNA demonstrates to a Registered Nurse the ability to competently follow the procedure. This competency shall be documented by the Registered Nurse in the CNA personnel file.

5. In the case of PRN Medications, the administration of the medication is reported to a Registered Nurse either:
   a. Within 24 hours after it administration; or
   b. Within a time period that is specified by a Registered Nurse prior to the administration.

   Note: PRN medications shall be defined as a medication that is ordered to be administered or taken by the resident as necessary. A CNA may not administer or inject medications into veins, muscle or skin with the exception of pre-drawn insulin syringe.
Performance of Routine Procedures:

A CNA may perform delegated medical or nursing and assigned therapy procedures if:

1. Prior to performing the procedures, the CNA is instructed by a Registered Nurse in the proper methods to perform the procedures with respect to each client.

2. A Registered Nurse specifies in writing, specific instructions for performing the procedures for each client.

3. Prior to performing the procedures, the Home Health Aide demonstrates to a Registered Nurse ability to competently follow the procedures.

4. The procedures for each client are documented in the clinical record.

Physical / Environmental Demands:

Heavy physical demands involve lifting residents, bending, stooping and stretching. The CNA must be adaptable to a variety of environments and settings in the facility/community. The Home Health Aide must be able to talk in person/telephone, hear, see, sit, walk, be continually mobile, crouch, kneel, stoop, twist, turn, pivot, climb, balance, reach, grasp, push or pull 50-75 pounds and lift or carry 20-50 pounds.

Employee Signature: ___________________________________________ Date: _____________

Minnetonka Assisted Living and Hospice Representative Signature: ________________________________ Date: _____________