



## **Position – Hospital**

The primary purpose of your position, as a nursing assistant, is to assist patients with activities of daily living in order to meet their physical, mental, psycho-social, and spiritual needs. The care you provide is in accordance with the patient's individualized plan of care and established policies and procedures.

## **Education/Experience/Credentials**

- Must have a Minnesota Nursing Assistant Certification or willingness to obtain

## **Standard Requirements**

- Supports the Mission, Vision and Standards of Behavior at Appleton Area Health Services
- Is knowledgeable of patient rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
- Supports, cooperates with, and implements specific procedures and programs for:
  - Safety and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
  - Infection Control including hand washing, standard precautions, transmission-based precautions, and isolation.
  - Confidentiality of all data, including resident, employee and operations data.
  - Immediately report any abuse or neglect per the abuse prevention plan.
  - Quality assurance and compliance with all regulatory requirements.
  - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:

- Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction including appropriate judgment.
- Uses tactful, appropriate communications in sensitive and emotional situations.
- Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.
- Promotes positive public relations with residents, family members and guests.
- Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

## Essential Functions

- **Communication** – Communicate with Residents, families, and co-workers. Use the AIDET & Key Word principles. Listen attentively & observe both verbal & non-verbal communication.
- **Hourly Rounding** – Check on each of your patient at least every hour looking at the four P's – Positioning, Potty, Pain, & Peace of Mind.
- **Call Lights** – Responsible for answering call lights promptly. Never pass a call light.
- **Abuse/Neglect Prevention & Reporting** – Immediately report any suspected, actual, or potential abuse or neglect of patients to the charge nurse/director of nursing/social worker & administrator.
- **Dressing** – Assist Patient to dress appropriately following the individualized plan of care. Assist to change clothing throughout the day as needed.
- **Grooming** – Assist Patient with combing hair, oral cares & shaving.
- **Assistive Devices** – Assist patient with glasses, hearing aids, dentures, etc.
- **Bathing** – Assist patients with tub/shower & partial baths, including washing face, hands, back & perineal area.
- **Mobility** – Assist the patient with position changes, transfers, wheeling, & ambulation following the safe patient handling guidelines.
- **Meals/Snacks & Water**– Pass meals, snacks & water. Assist patients with feeding if needed.
- **Toileting/Incontinence Care** – Assist patients as needed with toileting & incontinence care including barrier creams following the individualized plan of care.
- **Skin Care** – Provide position changes & skin care for patients following the individualized plan of care.
- **Activities** – Assist patients to & from activities of choice (this would be for swing bed patients).
- **Fall Prevention** – Assist patients with safety devices. Report risks, near misses, and falls immediately. Never move a patient after a fall, stay with patient & alert

a Nurse, who will assess for injuries & events of the fall. Never lift a patient without a lift, from the floor.

- **Document** – ADL's, Mood, Behaviors, Weights, Intakes & Outputs, Nutrition Intakes etc. as required & directed.
- **Maintain Ward Order** – Make beds, keep room, bedside stand, medicine cabinet clean & orderly. Always keep supply & work areas clean & orderly.

## Values

Extraordinary teamwork, compassionate relationships, and professional excellence for the good of those in our care.