

# CNA EMPLOYEE JOB DESCRIPTION

(This is a HANDS-ON, Job Description)

**"Personal care tasks" means assistance with bathing, toileting, grooming, shaving, dental care, dressing, and eating; and may include but are not limited to proper nutrition, home management, housekeeping tasks, ambulation and transfer, and medically related activities, including the taking of vital signs only in conjunction with the above tasks.**

Any CNA hired after the effective date of these rules shall have the following training and/or experience:

- Successful completion of a nurse aide training and competency evaluation program pursuant to the requirements of 42 CFR Part 483, Subpart D, as revised or re-codified, if applicable; or
- Successful completion of a competency examination for nurse aides recognized by the department; or
- Successful completion of a health care or personal care credentialing program recognized and approved by the department.  
OR
- successful completion or progress in the completion of a 40-hour training program provided by a private home care provider, which addresses at least the following areas:

Ambulation and transfer of clients, including positioning;

Assistance with bathing, toileting, grooming, shaving, dental care, dressing, and eating;

Basic first aid and CPR;

Caring for clients with special conditions and needs so long as the services are within the scope of the tasks authorized to be performed by demonstration;

Home management;

Home safety and sanitation;

Infection control in the home;

Medically related activities to include the taking of vital signs; and

Proper nutrition.

A training program described in rule .09(5)(c)1. (iv) must be conducted under the direction of a licensed registered professional nurse, or a health care professional with commensurate education and experience. Twenty hours of the program must be completed by the employee prior to serving clients and the additional twenty hours must be completed within six months of the date the training initially began. No CNA shall be assigned to perform a task for which training has not been completed and competency has not been determined. No PCA shall be assigned to care for a client with special conditions unless the PCA has received training and has demonstrated competency in performing such services related to such special conditions.

This agency provides personal care tasks, and such tasks, shall be performed by a qualified CNA under the direction of a supervisor as required, in accordance with the client's service plan. CNA Certification is also a component required if acting in the capacity of this job description.

1. In addition to following the service plan, a CNA must report on the personal care needs of the client, on changes in the client's condition, and on any observed problems that affect the client.
2. Licensed and is also authorized to perform personal care tasks.
  - a. The CNA who delivers the services must have access to and be knowledgeable of the client's service plan at the time services are provided.

- b. As personal care needs change or problems emerge, the CNA must document changes or need for changes
- c. There are other non-medical, non-hand on services that can and may be provided; this is not an inclusive list just sample of many services one may provide under this job description.
- i. This may be documented on the task sheet and task to perform may be as follows:

Personal Care: is designed to assist clients with everyday self-care activities that can be provided in combination with homemaker/companion services. Personal Care is often referred to as Activities of Daily Living or ADLs and includes activities such as;

Assist with walking  
 Promote physical movement  
 Help with easy exercise if prescribed by nurse or therapist  
 Feed Client  
 Observe any changed in client's condition  
 Observing and reporting changes in  
 Client's condition to RN supervisor  
 Assisting with self-administration of Medication  
 Providing watchful supervision and oversight during absence of the caregiver(s)  
 Tub Bathing, washing hair and body, apply lotion to the back and body, take vitals, Observation of skin changes & skin care  
 Supervising and reporting changes in client's condition, Vital Signs, cut toenails (non-diabetic), Bathing, shampoo hair, oral hygiene, and general skin care, assists with dressing or grooming, assists with mobility and ambulation, feed patients and/or provide fluids  
 Assists with toileting activities, assists with use of a bedpan, Changing diapers, other Hygiene tasks

**\*\*Blood pressure and vital checks can be done, only if the staff has documentation of training**

I \_\_\_\_\_ accept, acknowledge and comprehend all responsibilities assigned by this agency.

Who having been first duly sworn depose and say that \_\_\_\_\_ has never been shown to have exhibited any violent or abusive behavior or intentional or grossly negligent misconduct.

Also have never been accused or convicted to have been abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidence by an oral or written statement to this effect obtained at the time of application.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date