

NURSING ASSISTANT 1 / NURSING ASSISTANT TRAINEE (LTE)

Position Summary

This is entry level certified nursing assistant (CNA), or nursing assistant trainee (NAT), work with the responsibility for providing direct and indirect basic nursing care, while following individual programs, for up to 60 geriatric, disabled and/or cognitively impaired clients at the Wisconsin Veterans Home. Nursing care is provided in accordance with standards set down by the American Nurses Association, gerontological nursing standards, federal, state, VA regulations; the mission and philosophy and policies and procedures of the Wisconsin Veterans Home and Department of Veterans Affairs. In the case of nursing assistant trainees, work is performed under the close direction of a Nursing Supervisor or Charge Nurse. The nursing assistant trainee participates in and is responsible for providing and maintaining appropriate programs of care, treatment, training and daily living for members in an assigned area or areas.

Responsibilities include: providing basic nursing care following a written care plan to help meet the therapeutic, preventative, restorative, spiritual, psychosocial, cognitive and rehabilitative needs of the members. This includes some cognitive techniques to help maintain the demented member at the highest functional level. This position works as an integral part of the health care team under the direct/close supervision of a Nursing Supervisor, under the direction of licensed nursing staff.

Time% Goals and Worker Activities

80% A. Provision of direct and indirect patient care

- A1. Plan, organize and complete daily care of members assigned.
- A2. Follow goals and approaches as indicated on the Total Plan of Care, the CNA care plan and the Wellness/Restorative Plan.
- A3. Establish and maintain a therapeutic relationship with members and family. Provide information either by referral to the appropriate person to share appropriate non-confidential information.
- A4. Assist members with bathing, grooming, skin care, peri care, dressing, elimination, hygiene, etc.
- A5. Encourage, assist and observe member food intake to ensure adequate hydration, good nutrition and safe consumption are maintained. Ensure that all physician-ordered nourishments are given to members at the scheduled time and percent of consumption is recorded.
- A6. Assist with transfers, ambulation, range of motion, turning, positioning, use of wheelchairs, walkers, splints, etc., utilizing proper body mechanics.
- A7. CNAs under the age of 18 can only assist another trained staff member (over the age of 18) with a mechanical transfer as the second person.
- A8. Obtain, as directed by licensed staff, temperature, pulse, respirations, weight, intake and output, and specimen for lab analysis. Ensure specimens are packaged and labeled correctly and sent to the appropriate lab service.
- A9. Administer basic treatment procedures such as application of anti-embolism or graduated pressure stockings, special shampoos or colostomy care, etc.
- A10. Assist the nurse, as directed, in caring for more critically ill members by staying with the member when the nurse must perform other duties and implement any emergency procedures.
- A11. Assist and encourage member participation in social, recreational, religious programs and/or activities and transport members (non-motorized transport) to and from activities/appointments as designated.
- A12. Employ proper use of restraints and equipment and have knowledge of policies and procedures regarding their use.
- A13. Recognize emergency situations, intervene within trained capabilities and obtain other appropriate staff assistance. Provide crisis intervention and physical control, when needed, to provide a safe and secure environment.
- A14. With respect and dignity, provide proper care for the body following death.

- A15. Utilize infection control practices including: hand washing, aseptic techniques, isolation procedures, universal precautions and observing policies and procedures for cleaning equipment and work areas.
- A16. Participate in group planning and completion of general unit routines and procedures. Provide information for daily shift reports and other reports and conferences as designated.
- A17. Participate in the planning for and initiating of member admissions, transfers and discharges in collaboration with other members of the health care team.
- A18. Observe for and inform the licensed nursing staff of significant condition changes in member health status and/or problems with other staff and document on the appropriate form or computer program.
- A19. Record pertinent facts and observations regarding physical, emotional and behavioral condition of members on the appropriate forms or in the appropriate computer program.
- A20. Assist new members and families with orientation to the unit facility.

10% B. Maintain assigned unit to provide a therapeutic environment

- B1. Assist member and/or maintain member's room in a neat, clean and safe condition.
- B2. Assist with keeping the general unit neat, clean and safe. Stock linens and supplies; care for and clean equipment; procure and use equipment and supplies in a cost effective manner.
- B3. Complete safety and/or security checks in accordance with facility/unit policy and procedures.
- B4. Report items needing repair and/or replacement and those which are potential safety/fire hazards.
- B5. Assist the resident counselor in taking inventory of member's personal items as designated.

10% C. Facilitate development and achievement which encompasses facility goals and objectives.

- C1. Establish positive relationships with other staff and departments that facilitate the efficient operation of the unit and ensures quality service to members.
- C2. Participate in all mandatory in-service offerings and in unit/building/shift specific staff meetings.
- C3. Participate, voluntarily or as assigned, in bureau and facility committees.
- C4. Participate with colleagues in identifying and discussing ethical issues.
- C5. Assist with identification of nursing problems that lend themselves to quality assurance performance improvement (QAPI) analysis. Assist with data collection, evaluation and resolution of identified problems.
- C6. Continue to develop in the certified nursing assistant role by attending seminars, in-service programs or other formal education including sharing and utilizing knowledge gained through these programs to improve personal and facility member care.
- C7. Upon request, provide input regarding performance evaluations of other nursing staff.
- C8. Assist in the orientation and mentoring of new nursing assistants to the unit by providing information about routines and working directly with new and/or orienting employees.

Special Requirements

Nursing assistants must have current certification as a nursing assistant with the State of Wisconsin. Nurse assistant trainees must be enrolled in training and be actively pursuing current certification as a nursing assistant with the State of Wisconsin.

Must work varying hours and/or overtime shifts as required in accordance to Federal and State wage & hour laws.

Must be 16 years of age on or before the effective date of the appointment.

Knowledge, Skills and Abilities

1. Knowledge of nursing care procedures
2. Knowledge of equipment and materials pertinent to nursing care
3. Knowledge of the rules and regulations governing patient rights and confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA)
4. Knowledge of rules, regulations and procedures pertinent to nursing care
5. Knowledge of techniques for dealing with an elderly patient population of varying physical, mental and emotional abilities
6. Knowledge of redirection and validation techniques
7. Knowledge of emergency protocols at the Wisconsin Veterans Home-King
8. Knowledge of geriatric care and treatment issues
9. Knowledge of patient charting and record keeping
10. Knowledge of infection control and safety principles
11. Skill in verbal and written communication
12. Skill in organizing and prioritizing workload/member needs
13. Skill in observation and basic monitoring of members
14. Ability to use electronic recordkeeping, reporting and communications programs
15. Ability to work as part of a multi-disciplinary patient care team
16. Ability to carry out light housekeeping functions in assisting patients with daily living activities
17. Ability to discern emergency situations and follow appropriate member assistance protocols
18. Ability to provide patients with assistance in non-motorized mobility efforts, to include: positioning or repositioning, transfers, personal care, and in other non-motorized movement in accordance with State and Federal laws, rules and regulations.
19. Ability to assist another trained staff person (over the age of 18) with mechanical transfers in accordance with State and Federal laws, rules and regulations
20. Ability to maintain hygiene, use special safety equipment and wear protective clothing
21. Ability to lift, carry, push, pull, and reach
22. Ability to work standing, sitting, kneeling or in squatting positions
23. Ability to stand and/or walk, up to 75 percent of eight hour day
24. Ability to maintain supplies and take inventory
25. Ability to maintain accurate and clear patient health information
26. Ability to meet performance expectations as outlined in the annual performance evaluation process and/or strategic initiatives

ENVIRONMENTAL CONDITIONS

Conditions are those normally found in a long term health care facility.

The facility has a network of underground tunnels which connect various buildings and access to certain work areas.

Exposure to cigarette smoke.

PROHIBITED DUTIES

CNAs under the age of 18 are not permitted by DHS regulation & Chapter DWD 270 to independently operate a mechanical lift, operate a freight elevator or transport another person in a motorized vehicle.