

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Nursing Services	CLASS TITLE Certified Nursing Assistant, Correctional Facility
PROPOSED INCUMBENT (If known)	CURRENT POSTION (Agency – Unit – Class – Serial)
POST DESCRIPTION	SPECIFIC LOCATION ASSIGNED TO
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	REGULAR DAYS OFF
PROPOSED INCUMBENT (If known)	EQUIPMENT (Key Ring #, Personal Alarm, etc.)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Supervising Registered Nurse II/III, Correctional Facility (CF), and the delegation and clinical direction of the Registered Nurse (RN), CF and other members of the licensed nursing team, the Certified Nursing Assistant (CNA), CF performs various patient care activities and related nonprofessional health care activities for patients in a variety of treatment facilities and health care settings. As directed and in collaboration with the nursing care team, the CNA, CF is primarily responsible for performing basic nursing care procedures, assisting patients with physical, personal care, activities of daily living, and ambulatory assistance needs. The CNA, CF is responsible for addressing the ongoing needs of patients, working with the licensed nursing staff and other health care providers, and promoting the efficient, appropriate, and cost-effective use of health care resources.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

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| 40% | Provides general physical and personal patient care including oral hygiene, bathing, showering, toileting, assistance with ambulation, and positioning and turning patients as needed. Observes and records changes to the patient's condition, and reports the findings to the care team, RN, and supervisor. Obtains and documents clinical data such as vital signs, height, weight, and observations of patient behavior and health status and reports results to the appropriate nursing staff. Measures and records the amount of intake and output of fluids and assists with meeting hydration needs. Obtains specimens for diagnostic testing in compliance with Department policies and procedures. Keeps patients dry and clean and provides clean clothing and linen as appropriate. In collaboration with the health care team, assist patients in activities such as bed sitting, muscle toning, and improving range of motion to increase the ability to perform daily living activities. Assists and encourages patients in using the special devices and equipment prescribed for physical comfort and/or rehabilitation. Administers basic life support in emergency situations. |
| 40% | Performs suicide watch as assigned. Assists in keeping a safe, clean, and clutter free environment. Assists health care providers before, during, and after the patient encounter to ensure all supplies and equipment are available as needed. Works to ensure adequate supplies are properly stored, maintained, and ordered as needed. Actively supports the Complete Care Model and collaborates with the patient care team as assigned. |
| 10% | Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive or designee. Participates in quality improvement activities such as audits and participation on the |

Adopted: _____

Revised: _____

	Quality Improvement Team.
5%	Maintains a safe and secure work environment and follows all safety precautions and Department policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.
5%	Performs other duties as required.

	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Routine techniques for bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property; hospital routine and procedure; appropriate methods and attitudes for meeting the physical and psychosocial needs of physically ill and/or disabled patients; and basic first aid.</p> <p><i>Ability to:</i> Develop skills in the performance of routine hospital techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; and analyze situations accurately and participate in an appropriate course of action.</p> <p>EDUCATIONAL REQUIREMENT Complete continuing education as required for maintenance of California Nursing Assistant Certificate and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).</p> <p>ADDITIONAL ESSENTIAL REQUIREMENTS Ability to work mandated overtime hours as needed.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility and comply with safety and security procedures; emotional stability; patience; tolerance; tact; alertness; keenness of observation; and willingness to interact with staff and inmates from a wide range of cultural backgrounds in a professional manner.</p>
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SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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