

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-148-8185-001	Date:
Class: Certified Nursing Assistant (Escort)	Name:
The Certified Nursing Assistant must possess a current Nursing Assistant Certificate issued by the Department of Health Services for the State of California. Under the general supervision of the Supervising Nurse II and the direct supervision of the Supervising Registered Nurse, the Certified Nursing Assistant (Escort) is responsible for the listed duties which include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
60%	Escort residents to and from clinic appointments, appointments at outside medical facilities, the emergency room when necessary, and the pharmacy to pick up prescriptions. Assist professional technicians before, during and after residents' treatment programs. Assist in the collection of laboratory specimens. Perform optimum standards of resident care; keep noise level down to ensure residents' comfort. Observe safety and infection control precautions. Must adhere to the policies and procedures established by the facility and exhibit a positive attitude toward these standards. Perform immediate and temporary interventions in emergency situations and assist with admission, transfer, death or discharge of residents, to include proper documentation in the inventory checklist during admission and/or transfer of residents. Report and receive assignment at beginning of shift. Assist with performing Restorative Nursing Assistant activities as outlined in the plan of care for residents.
15%	Assist before, during and after residents' treatment programs allowing rest periods to minimize strain and prevent fatigue. Assist in serving meal trays and special diets, feeding residents, encourage intake of fluids during meals, observe for and record percentage of meal intake, reporting to Charge Nurse if less than 75% intake, and/or residents' refusal to eat or to drink fluids. Offer beverages during activities. Assist other team members as necessary. Keep residents' units clean and in order with frequently used items within reach. Keep fresh water readily available at bedside. Change bed linen as scheduled and needed, clean and sanitize equipment and other articles.
10%	Prepare equipment and supplies needed to perform duties. Do rounds to residents' rooms, identify yourself prior to rendering care and explain all procedures to residents. Observe, chart, and report residents' clinical symptoms, behavior, and treatment administered to licensed nurse. Inventory and mark all clothing and belongings on admission and reinventory on discharge. Know location of residents either on or off the unit.
10%	Take and record on proper logs and sheets pertinent information about the residents, also record if Charge Nurse was notified. Take, record and log weights and heights; measure and record the amount of intake and output of fluids and bowel movements. Observe for reduced urinary output on any shift and report to charge nurse if observed. If on Foley catheter, avoid kinks and other obstruction to urinary flow and position properly.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Check appointments list for the day					X	
HEARING: Answer telephone/receiving calls and relaying messages to the clinic staff/MD					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Escort residents to and from clinic and medical appointments, take specimen to lab as needed					X	
SITTING: Answer telephone, make entries into laboratory log, check for follow-up visits			X			
STANDING: Sends physician orders to pharmacy/RCFE via FAX, Addressograph forms as needed					X	
BALANCING:					X	
CONCENTRATING: Take vital signs, blood pressure/temperature, weights, heights					X	
COMPREHENSION:					X	
WORKING INDEPENDENTLY: Able to take vital signs alone without supervision				X		
LIFTING UP TO 10 LBS:		X	X			
LIFTING 10 - 25 LBS:		X				
LIFTING 25-50 LBS:		X				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X		
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X			
CARRYING: Reports			X			
CLIMBING:		X				
BENDING AT WAIST:				X		
KNEELING:		X				
PUSHING OR PULLING: Escort residents to and from the clinic and outside medical appointments				X		
HANDLING: Fax MD orders to Pharmacy/RCFE				X		
DRIVING: As needed		X				
OPERATING EQUIPMENT: Check blood pressures, temperatures, weights, as needed				X		
WORKING INDOORS:					X	
WORKING OUTDOORS: Escort residents to the clinic and outside medical facilities				X		
WORKING IN CONFINED SPACE:					X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____