

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-153-8185-XXX	Date:
Class: CERTIFIED NURSING ASSISTANT	Name:
Under the direct supervision of the Supervising Registered Nurse and the clinical supervision of the Registered Nurse on the Skilled Nursing Units, the Certified Nursing Assistant (CNA) provides support services and care to residents and is responsible for duties which include, but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Assist residents with their activities of daily living (ADL) skills and functionality, which may include but is not limited to: personal hygiene, dressing, putting on thromboembolic disease (TED) hosiery, shower and/or bath. Assist residents with the use of therapeutic medical equipment, i.e. therapeutic bath tub; oxygen. Encourage residents to use their assistive devices (walkers, canes, etc.). Clip nails, give oral hygiene twice a day and as needed as per facility policy. Check incontinent residents every two hours and as needed, give pericare after each elimination; assist resident to bathroom for toileting or offer bedpan, urinal. Monitor for involuntary bowel movements and provide pericare. Report no bowel movement in 72 hours to charge nurse. Empty colostomy and urostomy bag and secure the ostomy bag after cleaning. Turn and reposition bed bound or wheelchair bound residents routinely as scheduled using positioning devices for comfort, and to prevent bony prominences from touching and maintain alignment. Inspect skin for breakdown, administer non-legend topical preparations and foot soaks to unbroken skin. Explain all procedures and provide privacy. Assist with dressing, encourage and allow resident to choose own clothing and comfortable shoes. Position, ambulate, and transfer residents, shift residents' position in wheelchair every hour to prevent excessive unrelieved pressure. Instruct resident on proper safety awareness. Health and welfare round's every two hours. Report any changes in abilities to licensed nurse, RN or Supervising RN. Meet weekly with residents to review self-administration plan.
35%	Take resident's vital signs; complete resident weight charting; complete staff daily sign in; document resident's daily meal roster and order and deliver meals when resident unable to go to the dining room. Assist with resident's orientation, admission, transfer and discharge which includes inventory of resident's personal property. Remove dirty linens from resident's restroom/bed and replace with clean linens; assist residents with their personal laundry. Assist and encourage resident participation in activities to improve their mental outlook. Escort residents to medical appointments as needed. Accurately record shift documentation; report and chart observations and concerns regarding resident's health and welfare; report any medical concerns to the licensed nurse or the Supervising Registered Nurse (SRN) on duty (follow chain of command). Assist all other team members as needed or as directed by lead staff or supervisors. Assist with the administration of medications as directed. Cleaning of kitchenette and common areas. Check, clean and replace medical equipment per CNA scope of practice (i.e. vital signs machine, oxygen concentrators and tubing and breathing machines. Wash and store dishes. Cleaning of high touch surfaces at least twice a shift.
15%	Under direction of the Supervising Rehabilitation Therapist or under the guidance of the Activity Coordinator, assist in activities or in activity programs with residents. Assist with residents who have limited social interactions or who isolate. Assist with the residents who are visual or hearing impaired.
10%	Participate in continuing education programs to maintain California Department of Health Services (DHS) certification and maintain the California Department of Veterans Affairs (CalVet) standards of compliance to work under the title of CNA on the RCFE. Participate in staff meetings as scheduled and/or directed. Maintain First-Aid and cardiopulmonary resuscitation (CPR) certification. Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
OTHER	
Attendance Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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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: Review documentation, medication records, prepare & proofread various forms, charts, and reports; receive visitors, etc.					X
HEARING: Answer telephone and radio; provide verbal information to staff; receive visitors; listen for unusual sounds during safety checks, etc.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Make beds; assist with laundry; remove dirty linen from resident's rooms; administer medications; remove charts.					X
SITTING: Work station, meetings and training.			X		
STANDING: To assist with medications, pull charts.					X
BALANCING: Assist residents with showers (standby only), bed making, remove dirty linen, doing safety rounds.					X
CONCENTRATING: Listen to residents, family members, visitors concerns, questions, suggestions; record medications.					X
COMPREHENSION: Understand doctor's orders, care plans, rosters, disaster plans, policies/procedures, all state and federal regulations.					X
WORKING INDEPENDENTLY: Must be able to work alone or without staff interaction, i.e., remove dirty linen from resident's rooms, administer medications, doing safety rounds.			X		
LIFTING UP TO 10 LBS:					X
LIFTING 10 – 25 LBS: Move residents' personal property during a transfer or move to another room or unit.			X		
LIFTING 25-50 LBS: Lifting resident from a fall.			X		
FINGERING: Push telephone keys; computer for various tasks.					X
REACHING: For charts, dirty linen, pick up medications, etc; retrieve documents from printer.					X
CARRYING: Charts, medications, dirty linen.				X	
CLIMBING:		X			
BENDING AT WAIST: Use computer, take vital signs.				X	
KNEELING: To assist residents.				X	
PUSHING OR PULLING: Carts, charts, vital sign machine, check resident's weights, wheelchairs.				X	
HANDLING: Medications, dirty linen.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Copy machine, fax machine, telephone, radio, oven, coffee maker, etc.				X	
WORKING INDOORS: Resident's rooms; clinic.					X
WORKING OUTDOORS: Outdoor activities; special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		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