

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-336-8185-007	Date:
Class: Certified Nursing Assistant (limited term)	Name:
Under supervision of the Supervising Registered Nurse (SRN), the Certified Nursing Assistant (CNA) assigned to the Residential Care Facility Elderly (RCFE) unit at the Veterans Home of California – Ventura	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provide care and tend to the physical needs of the residents according to the resident care plan. This may include bathing, shampooing, clipping nails, feeding, giving oral hygiene, assisting with dressing, turning and repositioning of immobile residents, as ordered transfer and ambulate bedridden residents, perform skin inspection and document and report any sign of breakdown to licensed nurse ambulating and transferring residents. Instruct residents on safety awareness. Properly dispose of soiled linens, clothing, dressings, and incontinence briefs.
20%	Assist with rehabilitation of activity program for residents; assist residents' efforts in self-help; encourage residents in maintaining or developing muscle activities; assist and encourage residents in maintaining or developing muscle tone and range of motion for increased self functioning in daily living activities; assist and encourage residents in accepting and using special devices and equipment prescribed for their physical comfort or rehabilitation; assist and encourage resident participation in activities to improve their mental outlook.
20%	Observe, chart, and report to licensed nurse residents' clinical symptoms, behavior and treatment administered. Sort, count, and distribute linen and clothing; clean and sterilize equipment and other articles. Prepare resident for examination by physician. Assist professional technicians before, during and after resident's treatment program. Perform immediate and temporary interventions in emergency situations. Accompany residents to and from clinic and other hospital units. Assist with admission, transfer, or discharge of residents. As directed, assist residents to properly dispose of contents of bedpans, urinals, indwelling catheter bags, colostomy or ileostomy bags. Assist residents with self administration of medications. Observe safety and Infection Control precautions
15%	Assist in serving meals and special diets. Administer non-legend topical preparations and foot soaks to unbroken skin; Take and record blood pressure; take and record oral and rectal temperature, pulse, respiration, and pain level; take and record weight and height; measure and record the amount of intake and output of fluids. Report and document any abnormal findings to licensed nurse. Assist in the collection of laboratory specimens. Participate in resident rounds and stand-up meetings to collect, receive, and communicate essential resident information. Perform room checks to ensure resident safety. Participate in continuing education programs to maintain and upgrade nursing knowledge and skills. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested. Working Overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Attend meetings, facility activities, and Other related duties as required
OTHER	
	Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

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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 various forms and charts, proofread documents & reports, medical checklist, receive visitors, etc.					X
HEARING: Answer telephones, call lights, radio, announce visitors, provide verbal information to various departments, i.e., clinics, pharmacies; receive visitors, listen for unusual sounds during safety checks, etc.					X
SPEAKING: Answer the telephone, radio, provide verbal information during meetings, endorsements, IDTs, to residents, visitors, family members, staff, etc.					X
WALKING: Make beds; assist with laundry; remove dirty linen from resident's rooms; administer medications; remove charts.					X
SITTING: Workstation, meetings and training.			X		
STANDING: To administer medications, pull charts					X
BALANCING: To administer medications, pull charts, to assist residents with showers (standby only), bed making, remove dirty linen, doing safety rounds.					X
CONCENTRATING: Listen to residents, family members, visitors concern, questions, suggestions; record medications.					X
COMPREHENSION: Doctor's orders, care plans, rosters, disaster plans, policies/procedures, all state & 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: Dial the phone; computer for various tasks.					X
REACHING: For charts, dirty linen, pick up medications, etc.					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 in 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 _____