**DUTY STATEMENT**
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

| PART A | |
|---|---|
| **Position No: 573-606-8185-008** | **Date:** |
| **Class: Certified Nursing Assistant** | **Name:** |

The Certified Nursing Assistant (CNA) must possess a current Nursing Assistant certificate issued by the California Department of Public Health (CDPH) and Cardiopulmonary Resuscitation (CPR)/ Basic Life Support (BLS) certification at all times. The CNA must consistently adhere to the Infection control standards and facility implemented infection control measures. Working overtime is a requirement of this position.

Under the supervision of the Supervising Registered Nurse and the clinical direction of the Registered Nurse and/or License Vocational Nurse, the CNA is responsible for the listed duties which include but are not limited to the following:

| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
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| 25% | Provide care and tend to the physical needs of the residents. Establish consistent routines. Assist resident with personal hygiene: bathing, cleansing whirlpool, shampoo, and combing hair. 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. Rub back and turn bed bound residents 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. |
| 25% | Accompany residents to and from clinic, other units, and on site medical appointments. Assist professional technicians before, during and after residents' treatment program. Assist in the collection of laboratory specimens. Using State vehicle for lab specimen delivery, medication pick up from outside pharmacy and pick up residents from outside the facility as needed.<br><br>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. |
| 15% | Participate in continuing education program 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.<br><br>At the end of the shift, and/or as needed, empty in proper containers, soiled linen, soiled briefs carts and restock carts. Sanitize residents' equipment to include, but not limited to, wheelchairs, powered-mobility devices at least once a week and as needed.<br><br>Assist with rehabilitation and activity program for residents; assist residents' efforts in self-help; 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. |

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| | 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. |
| 10% | Assist resident gently during care to prevent injury, 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. Take vital signs: temperature, pulse, respiration, blood pressure and observe resident for signs and symptoms of pain or discomfort and notify the Charge Nurse. Report all abnormal vital signs immediately. Prepare resident for examination by physician. |
| 10% | Assist before, during and after residents' treatment program 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 and record percentage of meal intake, reporting to Charge Nurse if less then 75% intake, and/or resident's refusal to eat or to drink fluids. Offer beverages during activities. Assist other team members as necessary. Keep residents' unit 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. |
| 5% | Report and receive assignment from Charge Nurse at beginning of shift. Prepare equipment and supplies needed to perform duties. Make rounds to resident's rooms, identify yourself prior to rendering care, and explain all procedures to resident. Observe, chart and report residents' clinical symptoms, and behavior to licensed nurse. Inventory and mark all clothing and belongings on admission and reinventory on discharge. |
| 5% | Take and record on proper logs and sheets pertinent information about the resident, also record if Charge Nurse was notified. Take, record, and log weights and height; 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. Float as necessary to other units.<br><br>Must remain alert and oriented at all times. |
| 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**: Read, write, observe residents' call lights. | | | | | X |
| **HEARING**: Phone, call lights, residents' conversation reports. | | | | | X |
| **SPEAKING**: Communicate with staff, residents and the public in person and via telephone; interact in meetings. | | | | | X |
| **WALKING**: Within the home to various units. | | | | | X |
| **SITTING**: Work station; meetings; training. | | | X | | |
| **STANDING**: Wait for residents. | | | | X | |
| **BALANCING**: Trays, carts, linens. | | | | X | |
| **CONCENTRATING**: Document updates in resident records; verbal and written communication; observe residents. | | | | | X |
| **COMPREHENSION**: Understand resident needs; laws, rules, regulations, policies and procedures, content of meetings, training and work discussions. | | | | | X |
| **WORKING INDEPENDENTLY:** Must be able to apply laws, rules and processes with minimal guidance. | | | | X | |
| **LIFTING UP TO 10 LBS**: | | | | | X |
| **LIFTING 10-25 LBS**: | | | X | | |
| **LIFTING 25-50 LBS**: | | X | | | |
| **FINGERING**: Push telephone buttons, calculator keys, and computer keyboard. | | X | | | |
| **REACHING**: In closets, food carts, linen carts. | | X | | | |
| **CARRYING**: Linens, trays, charts. | | | X | | |
| **CLIMBING**: | | X | | | |
| **BENDING AT WAIST**: Bed making; empty linen hampers; empty carts. | | X | | | |
| **KNEELING**: When during range of motion. | | X | | | |
| **PUSHING OR PULLING**: Carts, machines, lifts, residents' wheelchairs. | | | X | | |
| **HANDLING**: Paper, residents, machines, medical equipment. | | | X | | |
| **DRIVING**: Special events. | | X | | | |
| **OPERATING EQUIPMENT**: Lifts, carts, vital signs machine, showers, and tubs. | | | | X | |
| **WORKING INDOORS**: Facility. | | | | | X |
| **WORKING OUTDOORS**: Special events. | | X | | | |
| **WORKING IN CONFINED SPACE:** Storage room, residents' closets, linen room, med room. | | 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 _____