

BAPTIST HEALTH HARDIN

JOB TITLE: NURSING ASSISTANT EXTERN

DEPARTMENT: BHH [DEPT]

JOB SUMMARY:

The Nursing Assistant Extern supports the work of and assists an assigned Nursing Assistant in providing age appropriate care for patients.

QUALIFICATIONS:

High school graduate or equivalent is required, or higher. Must demonstrate excellent communication, customer service, telephone, and organizational and critical thinking skills. Must be able to handle multiple tasks and stressful situations. BLS preferred upon hire; required within 90 days. Some hospital or long term care facility experience preferred.

ACCOUNTABILITY:

- Reports to the Unit Manager. Responsible to the Charge Nurse/House Manager on shift.

MENTAL REQUIREMENTS:

- Attention Span: Required to perform tasks/functions for more than 60 minutes at a time.
- Conceptualization: Constantly required to understand, relate and multi-task concepts. Required to possess and utilize critical thinking skills pertinent to role.
- Memory: Required to possess adequate memory to complete tasks and assignments for an entire shift. Constantly required to remember multiple task/assignments given to self and others for an entire shift.
- Concentration: Required to concentrate on fine detail with constant interruption.
- Age Specific and Populations Served: The scope of care for the Intensive and Coronary Care Units include activities which are high volume, high risk, or problem-prone for patients and/or staff. The Intensive and Coronary Care Units ordinarily serves adolescent, adult and geriatric patients with a present or potentially life-threatening medical or surgical condition. Neonatal and pediatric patients are not included in the scope of services. The admissions by category of diagnosis include post-operative cases which are extensive or complicated cases; coronary and coronary-related problems, pulmonary problems, renal failure, GI, metabolic problems, attempted suicide, MVA and multi-system problems.

PHYSICAL AND ENVIRONMENT DEMANDS:

- Specific Environmental Hazards: Frequently works in a noisy environment and/or with biologic, hazardous or infectious agents. Occasionally works under unusual lighting conditions, and near sources of ionizing and non-ionizing radiation.
- Personal Requirements: Good communication skills are required. Constantly required to work in high-stress situations. Frequently required to work in emergency situations. Frequently required to work independently under the direction of the RN. May be required to work overtime or irregular schedules, off shift and/or rotating shifts.
- Vision, Speech and Hearing: Color discrimination, peripheral vision, depth perception, distance vision and good reading vision required. The ability to speak clearly and discriminate speech is required. Frequently required to hear high pitch sounds and must have the ability to smell.
- General Physical Mobility: Job requires frequent sitting, standing, walking, bending, stooping, crouching and twisting the trunk or back. Constant rapid mental-muscular coordination required. Occasionally required to climb stairs or to kneel.
- Specific Physical Mobility: Constantly required to use hands, arms, feet and legs. Frequently required to reach overhead, horizontally and downward. Frequently required to grip with the hands, type or use a keyboard, and use fine motor control. Frequently required to push or pull with the hands and arms.
- Weight Handling Requirements: Frequently required to lift and/or carry up to 50 pounds. Frequently required to lift, push, or pull greater than 85 pounds.

- Chemical Hazards: Occasionally required to work with toxic and /or irritating chemicals, hazardous drugs, dust, powders, sprays, mists, vapors, and fumes.

ESSENTIAL FUNCTIONS:

CT = Critical Thinking T = Technical
IP = Interpersonal E = Education

UNIT SPECIFIC ESSENTIAL FUNCTIONS:

1. Inventories and accurately documents all patient personal belongings upon admission, transfer and discharge. T
2. Assists patients with personal hygiene, including as showering, bathing, shaving, shampooing, perineal-care, catheter care and oral care T
3. Provides skin care according to the skin care policy as indicated by the patient's condition or as directed by the nurse. T
4. Transports patients as assigned. T
5. Makes multiple attempts to assist patients with meals/feedings. T
6. Turns and positions patients every 2 hours as indicated, using proper body mechanics. CT,T
7. Routinely empties and cleans bedside commodes, urinals, emesis basins, etc. T
8. Promotes family centered care by, including the patient, family and significant other as appropriate. IP
9. Takes and records vital signs accurately within established time frame, including blood administration. T
10. Prepares patient for procedures and surgery per policy, including preprocedure bathing, securing dentures/assistive devices and monitoring post-procedure vital signs. C,T
11. Works as a team member to answer call lights promptly and provide appropriate interventions. IP,T
12. Notifies Nursing Assistant, RN or LPN of any observations that appear abnormal. CT
13. Assists RN's/LPN's and physicians with patient exams and treatments as directed. T
14. Obtain, stocks and/or transports supplies, including medications, kits and IV fluids as directed by the RN or LPN. CT,T
15. Immediately responds to bed alert alarms. CT,T
16. Adheres to universal precautions and follows isolation precautions when indicated. T
17. Maintains a safe and comfortable environment for patients and visitors. T
18. Consistently performs hourly rounds to ensure patient safety and promote patient experience. T
19. Cleans patient care equipment after each use and weekly per policy. T
20. Decreases room clutter by avoiding overstocking, removing excess garbage and linens, etc. T
21. Performs and documents "close watch" and "safety watch" duties per policy.
22. Consistently documents care provided in the medical record. Medical record entries are timed correctly. T
23. Assists Nursing Assistant in collection of specimens. T
24. Assist Nursing Assistant in passing out and collecting food trays, ensuring patient receives appropriate diet and records intake/output accurately. T
25. Ensures safe care through pertinent and concise hand-off communication to other care providers when transferring care (shift to shift; between areas/departments; for breaks, etc.). IP
26. Demonstrates flexibility in accepting work assignments, including floating to other areas/units as needed. CT
27. Demonstrates effective time management skills by completing essential job functions within the assigned shift. T
28. Keeps Charge Nurse/Manager/Director well informed about significant issues, events or concerns. IP
29. Keeps self well informed by attending staff meetings, in-services and reviewing assigned reading (memos, minutes, policy updates, etc.) as required. E
30. Independently completes educational and job specific requirements (CBT's, PPD's, fit testing, etc.) per policy or as otherwise indicated. E

31. Performs other duties as assigned. CT,IP,T

Employee Name (Print)

Employee Signature

Date

I have read, understand, and meet the requirements and qualifications listed above. Additionally, I certify that I am capable of meeting the physical requirements described within this job description.