

POSITION DESCRIPTION

TITLE: Nurse Assistant - Night Shift

FLSA: Non - Exempt

GENERAL SUMMARY

The nurse assistant helps Sisters with their personal care; maintains a clean and sanitary environment in the Sister's room and on the unit; assists nurses with routine nursing tasks and provides gentle care to all Sisters at all times.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Attend report and note changes in Sisters' conditions and nursing care plans.
- Report significant observations on the Sisters and Make contributions in regard to the nursing care problems to the nurse.
- Help change, turn and reposition bed-ridden Sisters as Sister's condition requires.
- Escort to bathroom as needed.
- Assist with use of bedpans, empty and clean bedpans.
- Assist Sisters on and off bedside commode, empty and clean commodes.
- Empty catheter bags and replace catheter bag when necessary.
- Record intake and output as indicated.
- Change bed linens and soiled linens as needed. Place soiled linens in proper containers.
- Answer Sister's call bell promptly and courteously.
- Only use intercom when physically unable to enter the room.
- Ensure that call bell is within reach for the Sister at all times.
- Take and record blood pressure, temperature, pulse, respiration; measure height and weight. Record as directed by the nurse.
- Transfer and transport Sisters per wheel chair, geriatric chair or stretcher as indicated.
- Use mechanical lift for transferring Sisters as indicated.
- Use side rails as necessary for the Sister's safety. Ensure side rails are up as indicated.
- Apply hot and cold applications as prescribed.
- Collect urine specimen as directed by the nurse.
- Assist in the care of the body after death.
- Shelf clean linen neatly. Collect and transport soiled linens to the laundry.
- Attend and participate in meetings and in-service sessions.
- Report supplies that need to be ordered.
- Perform special duties and related tasks and errands as assigned.

- Keep Sister's rooms, linen room and service areas neat and clean.
- Take trash to dumpster
- Take soiled linens to laundry
- Know how to read "fire panel" and what to do in case of fire / tornado.
- Make rounds with 3 - 11 nurse / assistant and 7 - 3 nurse / assistant.
- Check communication book at the beginning of shift daily for updates.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

On the job training for this position

Must be 18 years old or older

Physical Skills: Ability to sit, stand or walk. Ability to bend, squat, climb stairs and lift. Ability to push, pull or lift over 100 pounds.

WORKING CONDITIONS

Work on scheduled nights

Attend staff meetings as scheduled

ACCOUNTABILITY

The Nurse Assistant is directly responsible to the Charge Nurse.

SIGNATURES

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Nurse Assistant _____ Date _____

Charge Nurse _____ Date _____

Director of Nursing _____ Date _____