

KIOWA COUNTY MEMORIAL HOSPITAL

**JOB DESCRIPTION**

**POSITION** Nurses Aide

**SUMMARY**

Performs general support duties in the care of the patients in the hospital. Provides a safe, clean, and a supportive atmosphere for these patients.

**EDUCATION**

Certified Nurse Aide course not needed, but beneficial.

**EXPERIENCE REQUIRED**

**SKILLS AND ABILITIES**

- Deals with the young, elderly, sick or handicapped.
- Understand and follow instructions exactly in caring for those who depend on you.
- Uses arms, eyes, hands and fingers with skill.
- Talk and relate to sick or handicapped people.

**ESSENTIAL RESPONSIBILITIES**

1. Answers signal lights, bells, or intercom system to determine patient's needs.
2. Bathes, dresses, and undresses patients. Provides for all hygiene needs.
3. Serves and collects food trays and feeds patients requiring help.
4. Transports patients using wheelchair or wheeled cart, or assists patients to walk.
5. Gives treatments such as enemas, catheter care, warm or cold packs.
6. Turns and repositions bedfast patients, alone or with assistance, to prevent bedsores.
7. Changes bed linens, disposes of laundry (clean and dirty), runs errands, directs visitors, and answers telephone.
8. Takes and records, temperature, blood pressure, pulse and respiration rates and food and fluid intake and output as directed.
9. Cleans, stores, and prepares supplies used for nursing care. Keeps unit clean including patient rooms, hallways, utility rooms, etc.
10. Documents patient care given. Communicates with supervising nurse important observations or changes noted in patient condition.
11. Assists in orientation of new patients to hospital surroundings.
12. Performs other related duties as required.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.*

**OTHER JOB RESPONSIBILITIES**

1. Attends in-service and training classes.

2. Be willing to help co-workers as needed.
3. Assist with disaster or fire procedures.
4. Follow hospital approved policy and procedures.

## **SUPERVISION**

Nurse and Director of Nursing

## **PHYSICAL REQUIREMENTS**

**Medium work:** Exerting 20 to 50 - pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

(Occasionally: activity or condition exists up to 33% of the time)

(Frequently: activity or condition exists from 33%-66% of the time)

(Constantly: activity or condition exists 66% or more of the time).

**Reasoning Development:** Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

**Mathematical Development:** Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Use and interpret simple graphs.

### **Language development:**

**Reading:** Passive vocabulary of 5000 – 6000 words. Read at a rate of 190 – 215 words per minute. Read instruction, rules, etc., looking up unfamiliar words in the dictionary for meaning, spelling, and pronunciation.

**Writing:** write sentences, using cursive style, proper punctuation and employing adjectives and adverbs.

**Speaking:** Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

**Specific Vocational Preparation:** Specific Vocational Preparation includes an occupationally significant combination of: Vocational Education, apprentice training, in-house training, on the job training, or essential experience in less responsible jobs, which leads to a higher job, or serving in other jobs.

## **ENVIRONMENTAL**

Indoor, general hospital environment

## **TRAINING AFTER HIRE**

Training programs that apply to position or enhance job performance will be required. Hospital wide inservice attendance will be required. Maintain BLS certification.

## **DESIGNATION FOR ACCESS TO HEALTH INFORMATION**

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services

## **Nurse Aide**

I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital operated under lease by Great Plains of Kiowa County, Inc. (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical, and KDHE background check.

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*Employee signature/date*