



## Job Description

**OH - State Tested Nurse Aide (STNA)**

**PA - Certified Nurse Aide (CNA)**

### POSITION REQUIRMENTS:

You must possess a valid STNA license issued from the State of Ohio and/or valid CNA license issued from the State of Pennsylvania  
You must possess a minimum of six months documented experience as an STNA and/or an CNA

### POSITION DESCRIPTION:

By signing below, you acknowledge and understand that State Tested Nurse Aides (STNA) and/or Certified Nurse Aide (CNA) are responsible for the direct patient care of the elderly.

You understand that State Tested Nurse Aides (STNA) and/or Certified Nurse Aide (CNA) assist residents with daily activities including eating, bathing, and dressing. The facility may change your assignment depending on their needs. In addition, you are responsible for taking the vital signs of the residents and charting per the facilities' procedure.

You acknowledge that you will work closely with the medical staff including nurses and nurse supervisors to professionally perform patient care according to the facility's procedures.

You acknowledge that you are required to be in good health, able to stand for long periods of time, bend easily at the knees, and have the ability to lift up to 50 pounds on a regular basis.

STNAs and/or CNAs must be dressed appropriately, wear a photo ID badge at all times and maintain a clean and safe environment for the residents.

You acknowledge and understand that if there is an incident of any kind, that you are to immediately report it to your direct supervisor, complete an incident report and then report it to American Medical Personnel.

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### STNA/CNA Skills Checklist

Please complete the following based upon your experience.

Description		Proficient	Observed	No Exp.
<b>Assisting ADLs</b>	Back rubs			
	Bed pan-urinal			
	Nail care			
	Oral hygiene			
	Positioning			
	Bathing			
	Shaving			
<b>Bed Making</b>	Occupied			
<b>Weigh</b>	Bed scale and floor scale			
<b>Care of patient</b>	Foley catheter care			
	Gait belt			
	Potential skin breakdown			
	Seizure precaution			
<b>Vital Signs</b>	Blood pressure, Respiration, Pulse			
<b>Temperature</b>	Oral and Rectal			
<b>Specimens</b>	For culture and sensitivity			
	Mid-stream			
	Sputum			
	Collection of stool & urine			
<b>Miscellaneous</b>	Mechanical lift			
	Dressing & undressing			
	Feeding the patient			
	Transfers			
	Range of motion exercises			
	Intake-output recording			
	Preparation of meals, including special diets and good nutrition			
	The emotional problems, illness and disabilities			
	Maintaining a clean, healthy and safe environment			
	What, when and how to report an incident			
	The role of STNA/CNA as a member of the health services team			

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**In-service  
Blood Borne Pathogens**

1. True False  
Of all the blood borne pathogens, HBV is the major infectious hazard to healthcare workers.
2. True False  
Blood borne pathogens may enter your body through accidental injury by a contaminated sharp object, through non-intact skin or via mucous membranes of your mouth, nose, or eyes.
3. True False  
Your employer has a written exposure control plan mandated by OSHA that describes specific measure you and your facility take to minimize your risk of exposure to blood borne pathogens.
4. True False  
Standard precautions provide you with a standard system of safeguards against blood borne infections.
5. True False  
To be on the safe side, always wear personal protective equipment that covers your face, hands, and entire body.
6. True False  
As long as your disposable, single-use gloves are not punctured, you can wash them on your hands with soap and running water for use with the next patient.
7. True False You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposures may occur.
8. True False  
Discard contaminated sharps only in designated puncture-resistant containers.
9. True False  
The biohazards signs on bags and containers designates contents contaminated with blood or other potentially infectious material
10. True False  
If you have an accidental exposure, immediately wash exposed skin with soap and water or flush exposed mucous membranes with water, then report the incident to your supervisor

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**In-service  
Elder Abuse and Neglect**

1. True False  
If you position an elder incorrectly or force them to eat, you are physically abusing that person.
2. True False  
It is never acceptable to restrain an elder chemically or physically for purposes of discipline or convenience.
3. True False  
When an elder is treated like a child or an infant, they are being psychologically abused.
4. True False  
Withholding adequate fluids or physical therapy or false teeth from a senior is considered physical neglect.
5. True False  
When elders use their call bells inappropriately, you are not neglecting them if you take your time answering their calls.
6. True False  
You are neglecting an elder if you leave them on the toilet for an extended period of time, even if you got busy and just forgot.
7. True False  
Dehydration, decubitus ulcers, and poor personal hygiene may be signs of physical neglect.
8. True False  
When you witness abuse, your primary concern is to report the abuser to prevent the abuse from happening again.
9. True False  
When abuse or neglect is suspected, the elder should be assessed without the suspected abuser present.
10. True False  
Failure to report observed or suspected abuse can result in a claim of negligence in some states.

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**In-service  
HIPPA**

1. True False  
The HIPPA Privacy Rule protects a patient's fundamental right to privacy and confidentiality.
2. True False  
Protected Health Information (PHI) is anything that connects a patient to his or her health information.
3. True False  
PHI is disclosed when it is shared, examined, applied, or analyzed.
4. True False  
Authorization must be obtained for any use/disclosure of PHI for marketing purposes.
5. True False  
After signing an authorization, the patient can decide to revoke it.
6. True False  
You must obtain patient agreement to use/disclose PHI for public health activities related to disease prevention.
7. True False  
In general, disclosure of PHI must be limited to the least amount needed to get the job done right.
8. True False  
The Notice of Privacy Practices gives patients the right to request a history of routine disclosures.
9. True False  
The Privacy Rule gives patients the right to take action if their privacy is violated.
10. True False  
To protect patient confidentiality, learn about your facility's patient privacy rights and encourage others to do the same.

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**In-service  
Infection Control**

1. True False  
Both people and objects can be sources of infection.
2. True False  
Newborns, elderly people, persons with weak immune systems and persons with chronic disease are especially susceptible to infection.
3. True False  
Infection can enter your body through inhalation, your eyes, nose and mouth, a break in your skin or contaminated shared object.
4. True False  
The longer someone is hospitalized, the less is his or her chance of acquiring an infection.
5. True False  
Standard Precautions require that you treat all patients as though they may be infectious.
6. True False  
Hand-washing is the single most important precaution for preventing the spread of infection.
7. True False  
You should avoid unprotected mouth-to-mouth resuscitation.
8. True False  
If you avoid touching the outside of your gloves during their removal, you don't need to wash your hands.
9. True False  
There is no specified order for PPE removal as long as you remove it before leaving the work area.
10. True False  
You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposure to infection may occur.

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**In-service  
Patient Rights**

1. True False  
Patients have a fundamental right to considerate healthcare that safeguards their dignity and respect their values.
2. True False  
The Patient's Bill of Rights is legislated through state law and monitored by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
3. True False  
Patients forfeit their right to be treated with respect and courtesy when they become demanding and impolite.
4. True False  
Under HIPPA you are obligated to protect the privacy and confidentiality of all patient information.
5. True False  
All persons providing any type of services to a patient must reveal their identity and professional status to the patient.
6. True False  
When a patient refuses care, he or she is no longer entitled to other care or services provided by your facility.
7. True False  
Your facility is required to have a system in place to advise patients of their right to an advance directive.
8. True False  
Patients must be given access to healthcare regardless of national origin, race, age, religion, sex, creed, or sources of payment.
9. True False  
Your facility must inform patients of their rights and responsibilities in receiving healthcare.
10. True False  
Patients have the right to obtain an itemized explanation of the bills related to their healthcare.

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**In-service  
Personal Protective Equipment**

1. True False  
PPE can protect against infectious hazards like HIV, hepatitis B and infectious tuberculosis.
2. True False  
You must use PPE that is designed to protect you against the specific hazards you face on the job.
3. True False  
You don't have to wear gloves if you are allergic to latex.
4. True False  
You should wash your hands before putting on gloves.
5. True False  
It is not necessary to wash hands after removing gloves.
6. True False  
A standard surgical mask provides adequate protection against infectious tuberculosis.
7. True False  
You should wear goggles when working with hazardous chemicals.
8. True False  
Lead-lined PPE shields the body from external beam radiation.
9. True False  
You should wash your hands after working with radioactive materials.
10. True False  
A good rule of thumb is to wear as much PPE as possible, whether you need it or not.

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