



# DIVISION SCOPE OF SERVICE

<b>Division: FAR WEST</b>
<b>Classification: CERTIFIED NURSING ASSISTANT</b>
<b>Applicant Name:</b>

<p><b>Certified Nursing Assistant:</b> The Certified Nursing Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b> Certified Nursing Assistant's provide patient care and treatment under the direction of professional staff members by supporting the patient's personal hygiene and daily living needs; providing comfort, transportation, and vital sign monitoring. Implement specific procedures and programs; coordinate work within the department, as well as with other departments; report pertinent information to the immediate supervisor; respond to inquiries or requests for information; assist the immediate supervisor with tasks to support department operations. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Prepares patient's for the respective intervention, therapy, procedure or treatment as assigned by the Supervisor (or next reporting level)</li> <li>• Performs tasks to maintain the department or area in an orderly and working condition</li> <li>• Prepares equipment for patient's intervention (checks for proper function, operation and cleanliness)</li> <li>• Assists the staff in supporting the patient during the session (assist patient during ambulation, etc.)</li> <li>• Changes linens and cleans and stores the equipment after use</li> <li>• Communicates all patient concerns as appropriate</li> <li>• Establishes and maintains effective interpersonal relationships with the patient and the work team</li> <li>• Complies with current Hospital security and safety policies</li> <li>• Assists in preparation of the unit and patient rooms for receiving admissions, transfers, and post-operative patients</li> <li>• Uses proper body mechanics when positioning, lifting, turning, and ambulating patients</li> <li>• Reports any changes observed in the condition or behavior of the patient to the assigned Registered Nurse</li> <li>• Ensures patient personal and oral hygiene needs are met daily. Provides catheter care daily. Reports any pertinent observations to Registered Nurse.</li> <li>• Accurately takes vital signs and records in patient record promptly.</li> <li>• Records correct stool samples taken within shift as well as delivers each sample to the lab promptly.</li> <li>• Obtains and labels specimens accurately, i.e., sputum, stool, uring, maintaining precautions at all times.</li> <li>• Weights patients as assigned; records weight and alerts Registered Nurse to any weight gain/loss &gt;5 lbs</li> <li>• Provides posts-mortem care including labeling and securing all patient valuables</li> <li>• Monitors oral intake and assists with meals as needed. Assures all patients are fed prior to leaving the floor for breaks/meals.</li> <li>• Performs hourly floor rounding</li> <li>• Other projects and responsibilities may be added at the managers discretion.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
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<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>Special Care Unit (vent) unit in a hospital</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>Nurse Manager</li> </ul> <p><b>Evaluator:</b> Nurse Manager in conjunction with Medical Telemetry director or designee</p> <p><b>Tier Level:</b> 2</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Certified as a Nursing Assistant</li> <li>American Heart Association health care provider BLS Certification</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<p><b>Experience:</b></p> <p>Minimum 1 Year Experience Required as a nursing assistant</p>
<p><b>Competencies:</b></p> <p>The CNA will demonstrate:</p> <p>Unit Layout:</p> <ul style="list-style-type: none"> <li>Patient scales: Daily Weights, Documentation</li> <li>Negative pressure rooms- Appropriate PPE and Negative Pressure switch, with light on or visible movement from chamber above room</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>Portable Phones- Battery Exchange, Transfer, Hold</li> <li>Wound camera, Picture Printer</li> <li>Cooling blanket, BAIR Warmer, K Pads</li> <li>Z Sliders</li> <li>Hoyer Lift, Stand up scales</li> <li>Accucheck and quality controls- Recheck Per policy (HI/LO reading)</li> <li>Portable pulse oximeter</li> <li>NBP machines: Neuron- troubleshooting; Documentation verification in CPOE</li> <li>Med Sleds- Emergency Evacuation</li> <li>Vein Finder- Hard Stick (located in Pixis, Manager Office)</li> <li>E-Whiteboard</li> <li>Language Line</li> <li>Bariatric Equipment- BSC, Bed, Wheelchair, Bedside Chair</li> <li>Washable Keyboards</li> <li>SCDs, Ted Hose</li> </ul> <p>Telemetry Monitoring Systems:</p> <ul style="list-style-type: none"> <li>Proper Lead Placement</li> </ul>



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- GE Telemetry Monitoring System
- CPR
- Replace batteries and adjust leads when prompted by MT

### Patient Care Procedures:

- Foley Care
- ADLs
- Nutrition- Aspiration Precautions, NPO, Special Diets, Feeding patients
- Measuring I/O- Documentation
- Report any change in patient status immediately to RN/LPN/CN
- Discharge Patient- Wheelchair to lobby with all belongings and discharge paperwork completed
- Transfer patient- pack up belongings, set up in new room
- Sitter – Aware of policy and knows how to complete flow sheets

### New Admission Set-up

- Bed turned down, furniture out of way
- Admission kit, gown at bedside
- Patient Notes at bedside, filled in
- White board filled with pertinent information
- Apply Telemetry Pack as needed

### Emergency codes – unit specific responsibilities

- Code Blue/Code Blue Jr. – Code button vs. “55”
- Code Red – RACE and PASS
- Code Pink – Staff responsibilities
- Code Black, Orange, Gray, White, Yellow, Green, Brown
- Rapid Response; Code Sepsis
- Stroke Alert-
- Code Gray
- Code Silver- Active Shooter
- Dial 55, Alert RN/LPN, Supervisor, Charge RN

### Communication:

- HIPPA and privacy
- Online policy and procedure / Lippincott
- Ethics Line
- Joint Commission Safety Goals
- Meditech Email
- Facility Scheduler
- Isolation Practices- Standard Precaution, Hand Hygiene

### Collecting of other lab specimens

- Obtaining sterile catheterized urine M / F



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- Obtaining clean catch or bagged urine M / F

### Restraints

- Use of wrist restraints, mittens
- Evaluates patient at least q15 minutes
- Patient rights and dignity protected

### Patient Specific Groups:

Staff demonstrates knowledge and critical thinking skills when caring or providing treatment for these patient specific groups:

- Maternal- Post Delivery
- Geriatric
- Behavioral Health
- Cultural Diversity Communication/Nutrition
- Socioeconomic Groups
- Abuse/Domestic Violence
- Intimate Care
- Obesity- Sensitivity for Bariatric Patients

### HCAHPS:

- Commitment Letter
- Heart Print Video

### Adult Services Specific Skills

- Traction
- Falls Program- Yellow leaf and Band, Fall Alarms, Yellow Socks
- Kronos Correction Forms
- Mobi-Lab; Trouble Shooting Printer (battery change, paper change)
- HCAHPS and Patient Education located on Intranet
- Performance Improvement: Stroke, Restraints, Falls, Central Line Infection, CAUTI, Hand Hygiene Compliance
- Accept/Not Accept – Bedside Rounding on all Patients, Room tidy, Patient clean (ADLs Completed)
- MEWS scores- If changes to blue on tracker (increase by 2 or greater) retake all VS and notify RN/LPN immediately
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE)
  - Required immunizations per Division requirements
  - Complies with Isolation precautions

### References:

Nevada State Board of Nursing - License / Certificate Verification

<https://nvbn.boardsofnursing.org/licenselookup>

California Verification Search Page <http://cvl.cdph.ca.gov/SearchPage.aspx>



## DIVISION SCOPE OF SERVICE

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_