



# CALIFORNIA MEDICAL CAREGIVER SERVICES

6507 Winnetka Ave., Winnetka, CA 91306 · 818-888-0700 · [www.calmedcare.com](http://www.calmedcare.com)

## CERTIFIED NURSING ASSISTANT (CNA) JOB DESCRIPTION

### I. RESPONSIBLE TO

- A. The nursing supervisor or director of nurses of a specific unit when referred by California Medical Caregiver Services as a staff relief or private duty to client facility
- B. California Medical Caregiver Services director of nurses or home care supervisor when assigned to an in home patient

### II. GENERAL JOB DESCRIPTION

Certified Nursing Assistant (CNA) referred by California Medical Caregiver Services provides supplemental staff relief and/or private care to assign patients in client facilities, acute or otherwise providing basic nursing care

### III. SPECIFIC JOB FUNCTIONS

Application of nursing procedure include, but are not limited to the following:

#### Activities may include:

1. Assisting/giving complete or partial tub and shower baths
2. Providing total hygiene including care of dentures and care of hair
3. Turning and positioning patients
4. Assisting in eating
5. Assisting/encouraging clients to follow their exercise program
6. Assisting ROM (Range of Motion) exercises
7. Supervising ADL (Activities of Daily Living)
8. Assisting with patient ambulation
9. Assisting patient to chair, bed, stretcher and commode
10. Giving back rubs
11. Taking and reporting TPR
12. Making occupied, unoccupied and pre-operative beds
13. Distributing drinking water
14. Giving bedpans and urinals
15. Collecting urine and stool specimens
16. Testing urine for sugar and acetone
17. Providing morning and evening care
18. Assisting with post-mortem care
19. Cleaning a patient's unit
20. Keeping a record of observations and care given
21. Informing charge nurse of changes in patient's condition; and
22. Safeguarding equipment and supplies

#### Responsibilities:

1. Accept assignments they are qualified for
2. Perform competently in areas assigned
3. Comply with:
  - a. Institution's policies and procedures
  - b. State regulatory acts; and
  - c. Personnel guidelines and dress codes set by the clients and California Medical Caregiver Services

4. Provide total patient care
5. Function under the guidelines of Title 22 at all times Assist California Medical Caregiver Services in determining the skills and specialties by providing necessary information and documentation
6. Be prompt and notify California Medical Caregiver Services of inability to accept assignments due to sickness or an emergency no less than two (2) hours before reporting time
7. Inform California Medical Caregiver Services of availability
8. Attend orientation and in-service programs
9. Keep communication lines open with direct supervisors in areas assigned and California Medical Caregiver Services by informing them of problems and other concerns affecting their efficiency and performance
10. Maintain a pleasant and caring attitude at all times
11. Provide California Medical Caregiver Services with updated certifications and licenses
12. Notify California Medical Caregiver Services immediately of any changes including address and telephone numbers

#### **IV. EVALUATION**

Performance evaluations are conducted ninety (90) days after initial assignment and annually thereafter by the director of nursing services. This evaluation is done with the input from others in supervisory and administrative capacities.

*California Medical Caregiver Services is a part-time staffing employer or contractor and cannot guarantee the number of hours you will work in any given week. California Medical Caregiver Services is not responsible for your transportation and cannot guarantee work close to your home or within walking distance of a bus line.*

**I have read and understand the aforementioned explanation and job description.**

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**\*Signature of Applicant**

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**Date**



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**Y - YES:** Means you are independent in performing this task

**N - NO :** Means you cannot perform this task

	Y	N
1. Vital signs (T, P, R, BP)		
2. Intake/Output		
3. Foley catheter care		
4. Drains - NG tubes, J tubes, T tubes - measuring/emptying		
5. Universal Precautions		
6. Isolation techniques		
7. Finger Sticks		
8. Blood draws		
9. Oxygen therapies (nasal cannula, face mask, re-breather, etc.)		
10. 12 lead EKG		
11. Urine specimen collection		
12. Stool for OB		
13. Ted stockings		
14. Compression stockings		
15. Body mechanics		
16. Transfer techniques		
17. Positioning		
18. Mouth care		
19. ROM (Range of Motion)		
20. Binders		
21. Splints		
22. Suicide precautions		
23. Restraints (vest, wrist, leather)		
24. Enemas		
25. Transporting patients via stretcher/wheelchair		
26. Code blue		
27. Suctioning		
28. Customer service		

**\*Name:** \_\_\_\_\_ **\*Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTENTION CLIENT:**

*The skills checklist is not a guarantee of the nurse's clinical ability. It is intended for your use in assisting you in your screening and interviewing process. If you would want to add more skills, you can add them as needed.*