Certified Nurse Aides

Job Code	Job Title	Pay Grade
5001F2	Certified Nurse Aide I	23
5002F2	Certified Nurse Aide II	24

CONCEPT - Provides personal patient care activities and nursing related services by assisting with oral care, dressing, bathing, toileting, transferring, transporting, turning and nutrition. Performs related activities such as changing linens and administering simple therapeutic treatments or procedures.

TASKS

- Turns and re-positions bedridden patients, alone or with assistance, including the use of mechanical lifts, to prevent pressure ulcers. Lifts and/or positions patients, alone or with assistance, to get in and out of bed, the shower, wheelchairs and other furniture. Participates in simple therapeutic treatments.
- Answers patients' call signals. Performs routine rounds during shift to ensure that residents are neat, clean, safe and comfortable.
- Feeds patients who are unable to feed themselves. Serves, and collects food trays, provide other meal assistance. Encourages individuals to eat when appropriate.
- Observes patients' conditions, measures and records food and liquid intake and output and vital signs, and reports changes to professional staff.
- Provides toileting routines and pericare as indicated on personal plan of care for individuals.
- Bathes, grooms, shaves, dresses, and/or provides oral care.
- Collects specimens such as urine, feces, or sputum.
- Maintains clean and orderly rooms and change linens. Maintains a safe and sanitary patient-care environment.
- Monitors individuals as necessary to prevent injury.
- Records individual care; reports changes in physical or mental status to health-care team.
- Assists nursing personnel with admissions, discharges and transfers of individuals to and from the unit and/or facility.
- Transports patients in a state provided vehicle to various appointments at the doctor, dentist, Veterans' Administration facilities and other locations as required.
- Escorts patients to and from activities.
- If certified to do so, administers medications including oral, topical, and rectal as well as prescribed treatments such as dressing changes, accucheck glucose monitoring, or enteral nutrition administration in accordance with Physician's orders and in compliance with specific procedures and in compliance with specific procedures, and under the direct supervision of a registered nurse.
- If certified to do so, under the direct supervision of the medical records supervisor, reviews medical records, for completeness, accuracy, and compliance with standards of federal and state regulatory agencies, the individual health care facility, and other accreditation agencies.
- If certified to do so, under the direct supervision of a licensed social worker, documents and maintains client files to reflect observations, services provided and progress towards achieving goals. Assists social worker with assessment of social service needs, completes social service needs, completes social assessments/social histories and identifies programs or services sufficient to meet these needs.
- If certified to do so, under the direct supervision of a licensed nurse, assists residents in maintaining or retaining as much physical function as possible by following or performing an individualized restorative program. Performs tasks not limited to: range of motion exercises; gait training; restorative dining; language and speech programs; swallowing exercises; individual care plans designed to increase dependence; and individual care plans designed to increase strength and endurance.
- If certified to do so, under the direct supervision of the activities director, assists residents in a variety of theraputic activities and/or activities identified in individual care plans to enhance quality of life for individuals.

LEVELS OF WORK

- Class Group consists of two classes

Certified Nurse Aide I: This is full performance level work where the incumbent performs routine, personal care activities and nursing related services in an adult care home.
Minimum Requirements: Certification as a Nurse Aide at time of hire pursuant to K.A.R. 28-39-165.
Necessary Special Requirements: Must successfully pass background check as required by K.S.A. 39-970. Some positions may require a valid driver's license. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Certified Nurse Aide II: This is full performance level work where the incumbents have additional certification as a Certified Medication Aide, Restorative Aide, Social Service Designee or Medical Records Designee and/or lead worker/mentor/trainer to Certified Nurse Aide. With additional certification, this worker will assist in providing orientation and direction to CNA's, and acts as a liaison between nurse aides and charge nurses to recommend changes in patient care planning. Work may involve supervision of volunteers or functioning as a lead worker.
Minimum Requirements: Certification as a Nurse Aide at time of hire pursuant to K.A.R. 28-39-165 certification as a Medication Aide, Restorative Aide, Medical Records Designee, Activities Director, or Social Services Designee.
Necessary Special Requirements: Must successfully pass background check as required by K.S.A. 39-970. Some positions may require a valid driver's license. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 12/13
REV: 11/21
REV: 6/24