**Faulkton Area Medical Center  
Job Description and Essential Functions  
Nursing Assistant**

**JOB TITLE: Nursing Assistant**

**DEPARTMENT: Nursing**

**REPORTS TO: Director of Nursing/RN**

**WAGE: Hourly, Night/Weekend/Holiday Shift Differential, Non-Exempt**

**WORK HOURS: Variable, days/nights/weekends/holidays, 12-hour shifts**

**Circle one: FULL/PART TIME or PRN**

**WORK ENVIRONMENT: Indoors, physical presence on-site required**

**WORK PACE: Self-paced, requiring the ability to work quickly and accurately in a fast pace and emotionally demanding work area.**

**MINIMUM QUALIFICATIONS:**

* **Ability to organize work flow, respond to emergencies, set a professional example, and note to detail**
* **Ability to communicate well both verbally and in writing**
* **Ability to measure and utilize basic mathematics**
* **Deal effectively with patients, public, and co-workers in person and on the telephone**
* **Must be HIPAA compliant; confidentiality a must**
* **Certification as a Nursing Assistant with the SDDOH preferred**

**ESSENTIAL DUTIES:**

* **Accountable for individual patient’s personal care (i.e. feeding, grooming, bathing, catheter care, pericare, dressing), and observation of patients; identify and report any condition requiring attention to the Registered Nurse**
* **Change bed linens**
* **Ambulate and transfer dependent patients, utilizing appropriate assistive devices and body mechanics**
* **Obtain and record patient vital signs, weights and measurements, intake and output, food consumption, and other information as assigned**
* **Routinely turn and position patients**
* **Perform range of motion with patients as directed**
* **Differentiate the individual needs for ER, Acute care, and Swingbed patients**
* **Prioritize duties on a continual basis**
* **Utilize facility paging system**
* **Attendance to 75% staff meetings**
* **Report non-compliance to Director of Nursing** 
  + **Non-compliant employees will receive written reprimand**
  + **Continued non-compliance will result in disciplinary action up to and including termination of employment**
* **Other duties as assigned**

**PROFESSIONAL REQUIREMENTS:**

* **Adhere to dress code; appearance must be neat and clean**
* **Complete annual/quarterly education requirements in a timely manner**
* **Report to work on time and as scheduled**
* **Wear identification while on duty**
* **Attend annual review**
* **Work at maintaining a good rapport and a cooperative working relationship with providers, departments, and staff**
* **Represent the organization in a positive and professional manner**
* **Ensure compliance with policies and procedures regarding department operations, fire and safety, and infection control**
* **Member of the facility decontamination team**
* **Comply with all organizational policies regarding ethical business practices**
* **Communicate the mission, ethics, and goals of the facility**

**Faulkton Area Medical Center  
Physical Demands  
Nursing Assistant**

**PHYSICAL DEMANDS:**

**Requires a work shift of up to 12 hours.**

**Sitting: 1-2 hours per 12 hour work shift.**

**Standing: 1-2 hours per 12 hour work shift.**

**Alternates continuously to walking.**

**Walking: 6-8 hours per 12 hour work shift.**

**Alternates occasionally to standing.**

**FREQUENCY:**

**Never = 0% Rarely = 1-10% Occasionally = 11-33%**

**Frequently = 34-66% Continuously = 67%**

**LIFTING**

**WEIGHT FREQUENCY OBJECTS**

**1-10 lbs. Continuously Patient’s personal items, linens, medical supplies**

**22-20 lbs. Continuously Patient’s personal items, linens, medical supplies**

**21-35 lbs. Continuously Assistance to patients in ambulation, equipment**

**36-50 lbs. Intermittently Transfer of patients**

**CARRYING  
WEIGHT FREQUENCY OBJECTS**

**1-10 lbs. Continuously Patient’s personal items, linens, medical supplies**

**21-35 lbs. Continuously Patient’s personal items, linens, medical supplies**

**35-50 lbs. Continuously Lifting and positioning patients, moving equipment**

**Pushing: Required to push patients in wheelchairs on a continuous basis**

**Bending: Continuously**

**Squatting: Continuously**

**Kneeling: Continuously**

**Climbing: Rarely**

**Reaching: Continuously**

**Grasping: Frequently**

**Fine Manipulation: Continuously**

**APPLICANT DECLARATION:**

**I have read and understand the qualifications, essential duties, and physical demands for the position of Nursing Assistant. I also understand that other duties may be assigned as reasonable to my job description. To the best of my knowledge, I believe that I can perform these duties.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**