



JOB DESCRIPTION

POSITION:

CERTIFIED NURSING ASSISTANT

Reports to:

Practice Manager

Approved:

Revised:

2/7/19; 1/25/22

Department:

Clinical

FLSA:

Non-exempt

Basic Function: Under the direction of the Practice Manager, the Certified Nursing Assistant (CNA) works with providers and other staff to provide quality primary health care services to CHC facilities.

Essential Functions:

1. Prepares examination rooms for use by turning on instruments, computer systems (as applicable), lights and ensures exam rooms are clean, tidy, and well stocked each morning. Closes down, tidies, and stocks rooms at the end of each day.
2. Screens patient as per Canyonlands' current standard (includes, but is not limited to: taking vital signs, noting chief complaint, noting allergies, etc). Documents findings in medical record timely and accurately.
3. Places patients in examination room.
4. Assists the provider with routine examinations, special procedures or office surgery as deemed appropriate and able by the Clinical Support Director.
5. Serves as a chaperone as necessary.
6. Performs vision tests (near, distant, color including Ishihara), audiograms, EKG's, spirometry, oximetry and peak flows when determined qualified by the Clinical Support Director.
7. Completes well-child PE forms including weight, length and head circumference and plots on the growth chart when determined to be able by the Clinical Support Director.
8. Collects and appropriately labels specimens (i.e. stool, sputum and urine) and labels other specimens procured by a provider. Tests urine by using dipstick.
9. Applies non-sterile bandages and dressings and immobilizing devices.
10. Cleans and wraps instruments and autoclaves appropriately when determined to be able by the Clinical Support Director.
11. Stocks examination rooms each morning and when necessary.
12. Cleans exam rooms, including cupboards, counter tops and medical equipment.
13. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.

Secondary Functions:

14. Ensures established Quality Improvement and infection control activities are performed according to policy. Participates in Quality Improvement activities as directed.
15. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remain current.
16. Serves on various CHC and community committees as required/requested.
17. Uses PPE as appropriate.
18. Understands role in Disaster Plan and that safety is a condition of employment.
19. Follows CHC's policies and procedures.
20. Other duties as assigned.

NOTE: Certified Nursing Assistants are to not give medical phone advice or counseling to patients or perform any invasive procedures or administer any form of medications to patients. CNA's do not take or give medical orders over the phone. CNA's do not write prescription refills to be forwarded to the pharmacy or document refills in medical records. These duties are to be forwarded to the appropriately trained clinical support staff.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Completion of a Certified Nursing Assistant training program or Medical Assistant Certification.
3. CPR certified (BLS).
4. Ability to read, write and speak clearly understandable English.
5. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
6. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.
7. Above average computer skills to operate and/or learn Agency's current EMR/EHR system.
8. Ability to be physically active for long periods of time to ensure patient care and safety and have the ability to work well under pressure and present self in calm, caring, and professional manner.

Preferred Qualifications:

1. One (1) plus years of directly related clinical experience.
2. Bi-lingual (English/Spanish/Navajo) language skills.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

Physical Requirements:

Clinical Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision - near				X
Vision – w/assistance				X
Walk			X	
Sit		X		
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend			X	
Lift/Carry				
10 lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs		X		
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are requested of me place me in a Category I.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel ☐ is ☒ is not required.

It is anticipated that travel will be:

☐ 5% – 10%

☐ 50%-75%

☐ 10% – 25%

☐ 75% - 90%

☐ 25% – 50%

Canyonlands requires all employees to be fully vaccinated against Covid-19 as a condition of employment. Employees may request exemption from the vaccine requirement for medical or religious reasons.

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.		
Print Name	Signature	Date