



*Pembina County Memorial Hospital
Wedgewood Manor*

Job Description

Date Written: 7/2022

Position: Certified Resident
Assistant (CRA)

Pre-Nursing Apprenticeship

Approved By:

Department: Nursing

____ Julie Johnson, RN _____

Administrator

____ Patti Johnson, RN _____

Wedgewood Manor is a 40 bed skilled nursing facility that additionally provides respite and adult daycare services in Cavalier, ND operated by PCMHA. Pembina County Memorial Hospital Association (PCMHA) which also operates Pembina County Memorial Hospital a 20 bed Critical Access Hospital, Stemi and Stroke designation along with a level IV trauma center, Clinicare a Rural Health Clinic and Country Estates an independent apartment complex.

PURPOSE:

The Certified Resident Assistant performs routine resident care activities for the residents to promote their comfort and contribute to their overall resident Care Plan program under the direction of the professional Nursing staff.

DIMENSIONS: N/A

NATURE AND SCOPE:

Location:

The Certified Resident Assistant reports to the Director of Resident Care. This position receives work direction from the RN or LPN on duty.

Environment:

Wedgewood Manor is a skilled care facility licensed for 40 beds. The nursing department provides personal and medical cares to residents as individually required. While performing personal cares for the resident the Certified Resident Assistants are required to lift and transfer residents and spends most of each assigned shift standing, lifting and walking.

Essential Functions:

1. The CRA provides personal and daily living care for assigned residents. This includes bathing, dressing, and undressing residents; serving and collecting food trays and feeding

residents requiring help; transporting residents or assisting them in ambulation; placing and removing resident protective and safety devices; getting them in and out of bed and turning in bed; providing hair, fingernail and toenail care; having, providing oral hygiene, changing briefs and performing peri care. This position assists with and encourages resident participation in programs and activities. Throughout resident contact activities the CRA reports and/or records any observed changes in resident condition, or behavior. The CRA maintains records on resident care activities as designated by procedure.

2. The CRA assists in the medical care of assigned resident. This includes assisting in rehabilitative exercises; measuring and recording resident's food and liquid intake and output; collecting specimens; and taking and recording vital signs such as temperature, pulse and respiratory rates, and weight of residents. The CRA is responsible to keep the resident's personal belongings in a neat, clean and orderly fashion. This position takes care of assigned residents' clothing and assures that they are properly marked, and sent to proper cleaning facilities. This position also cleans and arranges resident closet and drawers with resident's assistance (if possible).

3. The CRA also performs general nursing floor duties. This includes answering calls and lights, making beds, removing and distributing daily linens, cleaning floor work areas such as utility and nourishment areas, washing utensils and equipment. This position reports any needed supplies or equipment repairs and services.

Latitude:

The duties of the CRA are clearly defined in established procedures, practices, and schedules. The CRA provides for the daily care needs of the assigned residents. Immediate action is required when adverse resident conditions occur; ie: contacting the RN or LPN and providing assistance according to established procedure. Resident assignments are made at the beginning of each shift with specific care activities designated in resident records and through verbal instruction. The CRA is expected to prioritize their resident assignments and activities.

Challenge:

The major challenges for this position are to organize and perform assigned resident care activities according to established schedules and procedures, to promote a positive resident attitude, to effectively comfort and care for confused, unruly, discouraged or terminally ill residents, to recognize changes in resident condition, and to encourage residents to participate in their own activities of daily living and provide a safe environment.

Contacts:

The CRA is in frequent contact with residents and their families in providing daily living care. This position is also in daily contact with co-workers, volunteers, and other departments' personnel to assist them in their resident care activities.

Knowledge, Skills and Abilities:

The position of Certified Resident Assistant requires current registration as a Certified Resident Assistant in the state of North Dakota. The incumbent must have the ability to observe the daily living needs of the residents in order to provide quality care; must have the ability to learn and comprehend basic medical terminology; must be able to perform proper body mechanics to assist adult residents in ambulating, turning in bed and transferring in and out of bed or wheelchair;

must have the ability to lift, and to assist with transferring and repositioning of adult residents; must be able to respond in a quick manner and in accordance with established facility procedures regarding unexpected resident safety needs; must have the ability to complete forms and records; and must have the ability to verbally communicate and problem solve effectively with residents and demonstrate tactful and courteous manners with residents, family members and staff. The incumbent receives job training through general orientation, inservice and educational programs and resident floor orientation.

PRINCIPAL ACCOUNTABILITIES:

1. Provides daily living and personal cares to assigned residents to assure optimal resident comfort, functional ability and total resident care.
2. Assists with medical cares of assigned residents to ensure overall resident physical condition is accurately recorded.
While keeping residents personal belongings neat and clean with a homelike atmosphere.
3. Performs general nursing floor duties to ensure a safe, clean environment and promote infection control.

MEASURES OF EFFECTIVENESS:

1. Assigned tasks are completed within specified time constraints. Resident information is documented and relayed accurately. ADLs are performed according to established policies and procedures. The residents' appearances are clean and well groomed. Confidential information is not discussed with persons not involved in the residents care. Is familiar with the Resident Bill of Rights and provides cares according to these rights. Respects the residents rights to privacy. Proper body mechanics are used when lifting or transferring residents.
2. RN's and LPN's are kept informed of any noticeable behavior or physical changes to the resident. Daily flow sheets are charted and initialed by RA. Vital signs are taken as assigned, I and O's are taken as assigned. Resident rooms are free of clutter and have a homey atmosphere. Clothes are put away properly and personal possessions are handled carefully.
3. Infection control and safety policies are followed. Resident call lights are answered promptly. Utility and nourishment areas are kept clean and appear neat. Needed supplies and equipment repairs are reported to the RN or LPN. Linens are replaced as per scheduled or as needed.

GENERAL MEASURE:

In performing each and every accountability, the incumbent is tactful and courteous in all interactions with staff, residents, families and visitors. The incumbent promotes a positive work environment.

WORKING ENVIROMENT

Material and equipment used: computer, calculator, photocopier, telephone, IV pumps, blood pressure monitors and equipment required for patient care.

- Hazardous exposure category: Place an "X" in the appropriate for the role:

High risk Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.

Low risk Involves no exposure to blood, body fluids, or tissues, but potential exposure in usual work. Employees performing Category II tasks don't need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.

No risk Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

•Age-specific requirements: This position is a direct care giver and will interact with all ages.

I have read this job description and understand the duties and responsibilities involved.

Signature: _____ Date: _____

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