

## Job Description



**Job Title:** Certified Nursing Assistant (CNA)  
**Location:** Laramie  
**Department:** Ambulatory Surgery Center (ASC)  
**Report To:** CNA Supervisor, Director of ASC

### Job Summary:

Responsible for the care of patients through the pre-operative and post-operative phases of their surgical experience. Perform organizational, clerical, patient care, and environmental tasks as needed to facilitate the highest quality of patient care, and the efficient utilization of available resources within the scope of practice.

### Core Competencies:

#### Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

#### Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

#### Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

#### Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

#### Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a

winning mindset that says “I want to be great at what I do. I want my personal life and my work to be spectacular.” Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

### Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

### Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

### Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

## **Essential Duties and Responsibilities - Patient Care:**

### Assist with Procedures

- Assist with patient care procedures as directed by RN or Director.
- Available to assist other staff members as needed.

### Patient Observation

- Report abnormal observations of patient conditions immediately to nursing staff.

### Patient Assist

- Assist patients as needed with walking, transfers, dressing(s), and toileting needs.

### Environment

- Provide a friendly, safe, timely, quality driven environment, responsive to the needs of Premier Bone & Joint Centers' patients.
- This includes enforcing infection prevention/control procedures, using supplies and equipment in a cost effective manner and managing multiple tasks at one time.

### Safety Standards

- Follow safety standards while performing patient related duties by using good body mechanics and carrying out patient transfer procedures correctly.

### Emergency Situations

- Recognize and respond to emergency situations in an appropriate and timely manner.

## **Essential Duties and Responsibilities - Physical Therapy:**

### **Appropriate Brace**

- Fit patient with appropriate brace, sling, cryo cuff, assistive devices, etc.
- Educate patients on the use of braces and assistive devices.

### **Assist Recovery Staff**

- Assist recovery staff with patient care, as directed by RN, paying attention to special patient needs.
- This includes preparing post-op exercise sheet, helping to arrange for post-op therapy, and filing appropriate paperwork.

## **Information Processing:**

### **Confidentiality/Right to Privacy**

- Observe confidentiality of information in regards to patients, physicians, and fellow employees.
- Protect patient sensitivities and right to privacy.

### **Computer Use - Patient Data**

- Use computer to accurately load, maintain, and retrieve patient data.

## **Interpersonal Skills:**

### **Professional Image**

- Follow dress code.
- Project a pleasant and professional image per company policy.
- Wear identification while on duty.
- Come to work projecting an attitude that welcomes patients.
- Communicate name and role to patient.

### **Flexibility/Stressful Situation**

- Respond with flexibility to changing work load and/or assignments.
- Stay organized and function under stressful situations.

### **Working Relationships**

- Ability to establish and maintain effective working relationships with physicians, co-workers, and the public, that harbor a friendly, yet professional interaction.
- Demonstrate willingness to readily interact with other staff members and department leaders.

### **Initiative**

- Exhibit initiative and self-directed behavior.
- Accept responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

### **Independence**

- Ability to work independently, make decisions, and solve problems.

### **Other Duties**

- Perform other duties as directed/required, to ensure efficient operations of Premier Bone & Joint Centers.

## Adherence to Facility/Departmental Policy:

### Confidentiality

- Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

### Attendance/Punctuality

- Maintain a good attendance record and arrive to work punctually.
- Utilize established time clock system appropriately.

### Overtime

- Able to substantiate overtime, minimize overtime and adjust hours as needed.

### Cell Phone Use

- Cell phone may be used for business purposes only.
- Utilize cell phone for personal use only during breaks or meal periods out of the public eye.

## Care of Environment, Equipment, and Supplies

### Order Supplies

- Order supplies and equipment and store in an organized manner.

### Food Stock

- Maintain appropriate food stock through inventory and purchase.

### Laundry

Perform departmental laundry duties.

### Clean, Neat, Safe Environment

- Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

### Office Equipment Skills/Malfunctioning Equipment

- Utilizing correct/safe technique when using equipment and notify manager of malfunctioning equipment.

## Certification & Licensures

Certificate/License	Description
Certificate	Current State of Wyoming Certified Nursing Assistant
Certificate	Current BLS-Health Care Provider
Completion	Orientation Packet/Competency Skills Checklist in (3) Months

## Physical Requirements:

Action	Description	Required/Preferred
Seeing	Must be able to read patient charts, diagnostic instruments, and computers.	Constant
Hearing	Must be able to hear patient care alarms, call lights, phones, safety alarms, and to communicate with physicians, staff, and patients/families.	Constant
Speaking	Must be able to verbally communicate with physicians, staff, and patients/families.	Constant
Fingering/Grasping	Must be able to write and type data into patient charts/computer and to perform duties requiring fine motor skills.	Frequently

Standing		Frequently
Sitting		Frequently
Bending/Crouching		Frequently

### Weight Demands:

Action	Description	Frequency
Lifting	Must be able to lift up to 100 pounds.	Frequently
Pushing/Pulling	Must be able to assist patients in physical movements and aid in transport of patients to and from wheelchair, exam table, etc.	Frequently

### Working Conditions:

*The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.*

#### Environmental Hazards

- The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

#### Physical Hazards

- Physical harm is possible when performing physical requirements, as listed above.
- Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

#### Unique Work Schedule/Travel

- May be required to work after hours, on weekends, or holidays.
- May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

### Employee Statement of Understanding:

*I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.*

*I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.*

*As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.*

**Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.**