

JOB TITLE: CNA/UNIT SECRETARY

DEPARTMENT: SURGICAL SERVICES**MANAGEMENT: NO****SUPERVISES: NO****CLASSIFICATION: NON-EXEMPT****REPORTS TO: DIRECTLY: Surgical Services Manager**
INDIRECTLY: Surgical Services Charge Nurses**JOB SUMMARY:** Meets the communication needs of the patient, all departmental staff and referring offices. Prepares and compiles records. Facilitates and demonstrates cooperative behavior with colleagues and supervisors at all times.

The PACU Ward Clerk provides basic nursing care and assists in the maintenance of a safe and clean recovery environment according to the direction of the charge nurse. She/he Facilitates and demonstrates cooperative behavior with colleagues and supervisors at all times.

QUALIFICATIONS: **Education/Certification:** High school graduate or equivalent. Successful completion of Certified Nurse Assistant (CNA) program preferred. Current BLS certification and renewal as required.**Experience:** Medical background and terminology preferred.**Equipment/Technology:** Basic computer experience required.**Language/Communication:** Ability to read and communicate effectively in English.**Mathematical Skills:** Basic**Mental Capabilities:** Can concentrate for long periods of time in order to complete assigned tasks. Can understand input from the supervisor and/or manager concerning errors and instructions. Will need a better than average attention span in order to listen, read and remember verbal and written instructions.

Initials

Interpersonal: Works well with others.

Performance: Must be able to handle conflict issues with both patients and staff. Can work well under pressure.

PHYSICAL DEMANDS: For the minimum physical demands required to complete the essential functions for this position, including vision, hearing, repetitive motion and environment, see the description following.

DUTIES AND RESPONSIBILITIES:

The Pre-op Ward Clerk / Unit Secretary:

1. Answers phones, transfers calls, handles requests and takes messages.
2. Makes phone calls to patients when arrival times are changed.
3. Will keep Charge nurse updated with calls as needed.
4. Handles Surgical Schedules:
 - a) Prints copies of the surgery schedule
 - b) Update schedules daily
5. Is responsible for patient charts for final review by Charge Nurse:
 - a) Inserts paperwork, lab reports, EKG's, history & physicals, and physician orders.
6. Follows up on reports from the lab by verifying a copy is located in the chart and requests copies as needed.
7. Retrieve old records in computer and file in chart.
8. Data entry, sort papers from fax and file appropriately.
9. Maintains extra forms in file drawers.
10. Represents the organization in a positive and professional manner.
11. Maintains regulatory requirements and patient confidentiality at all times.

The CNA assigned to PACU I:

1. Assists in admitting patients to the PACU I area.
2. Attaches monitors and SCDs.

3. Empties and records foleys and drains.
4. Applies warm blankets and ice packs to patients.
5. Performs blood draws and blood sugar checks.
6. Retrieves PCU pump and tubing.
7. Transfers patient from PACU II to the post-surgical department

The CNA assigned to PACU II:

1. Assists patients to the bathroom and helps patients in getting dressed.
2. Transports patients to their car.

The CNA's Ward Clerk Duties:

1. Performs a chart audit for all patient charges.
2. Maintains PACU forms, files and supplies.
3. Fax physician orders.
4. Call in doctor appointments for patients.
5. Stock the following items:
 - a. Carts, shelves and supplies
 - b. Dietary items
 - c. Oxygen tanks
6. Is responsible for gurney and bed control.
7. Is fully knowledgeable of policies and procedures of Idaho Falls Community Hospital.
8. Performs other related duties incidental to work described herein.

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the minimum amount of time by checking the
appropriate boxes below.

— Minimum Amount of Time —

	None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:		x		
Walk:			x	
Sit:			x	x
Talk or hear:			X	
Use hands to finger, handle or feel:			X	
Push/Pull:		x		
Stoop, kneel, crouch or crawl:		x		
Reach with hands and arms:		x		
Taste or smell:	x			

This job requires that weight be lifted or force be exerted. Show how
much and how often by checking the appropriate boxes below.

— Minimum Amount of Time —

	None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:		x		
Up to 25 pounds:		x		
Up to 50 pounds:	x			
Up to 100 pounds:	x			
More than 100 pounds:	x			

This job has special vision requirements. Check all that apply.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☐ Distance Vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral Vision (ability to observe an area that can
be seen up and down or to the left and right while
eyes are fixed on a given point)
- ☒ Depth Perception (three-dimensional vision; ability
to judge distances and spatial relationships)
- ☒ Ability to Adjust Focus (ability to adjust eye to
bring an object into sharp focus)
- ☐ No Special Vision Requirements
- ☒ Hand-Eye Coordination

Specific demands not listed:

Note: Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential
functions of this position.

WORK ENVIRONMENT

This job requires exposure to the following environmental
conditions.
Show the minimum amount of time by checking the
appropriate boxes below.

— Minimum Amount of Time —

	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non- weather):	x			
Work near moving mechanical parts:		x		
Fumes or airborne particles:	x			
Toxic or caustic chemicals:	x			
Outdoor weather conditions:	x			
Extreme cold (non-weather):	x			
Extreme heat (non-weather):	x			
Risk of electrical shock:		x		
Work with explosives:	x			
Risk of radiation:	x			
Vibration:	x			
Blood-borne Pathogens:	x			

The typical noise level for the work environment is:

Check all that apply.

- ☐ Very Quiet
- ☐ Loud Noise
- ☐ Quiet
- ☐ Very Loud Noise
- ☒ Moderate Noise

Hearing:

- ☒ Ability to hear alarms on equipment
- ☒ Ability to hear client call
- ☒ Ability to hear instructions from physician/department
staff

REPETITIVE MOTION ACTIONS

— Minimum Number of Hours —

Repetitive use of foot control	0	1-2	3-4	5-6	7+
A. Right only	x				
B. Left Only	x				
C. Both	x				
Repetitive use of hands					
A. Right only	x				
B. Left Only	x				
C. Both			x		
Grasping: simple/light					
A. Right only	x				
B. Left Only	x				
C. Both			x		
Grasping: firm/heavy					
A. Right only	x				
B. Left Only	x				
C. Both		x			
Fine Dexterity					
A. Right only	x				
B. Left Only	x				
C. Both			x		

I have read this description of the job title **CNA/Unit Secretary** and understand the functions and objectives of the position. I
certify that I am able to perform the same. I understand that this job description cannot anticipate all physical and mental
requirements that may come up in the daily assignment of the job and that I am also accountable for minor duties and
responsibilities as assigned or deemed necessary.

Employee Name (Print)

Employee Signature

Date



Idaho Falls Community Hospital

Created: August, 2019

Employee signature below constitutes employee's understanding of the requirements, essential functions, duties and expectations of the position.

Job Title: **CNA/Unit Secretary**

Employee

Date

Manager

Date

Nothing associated with this job description and/or its addendum and nothing contained in this document, is intended to create an employment contract or to convert at-will employment to a specified period of time.