
JOB TITLE: CNA/MONITOR TECH/UNIT SECRETARY

DEPARTMENT: MEDICAL SURGICAL**MANAGEMENT: NO****SUPERVISES: NO****CLASSIFICATION: NON-EXEMPT****REPORTS TO: DIRECTLY: CHARGE NURSE, RN/LPN
INDIRECTLY: MEDICAL SURGICAL MANAGER/
SUPERVISOR/DIRECTOR OF NURSING**

JOB SUMMARY: Assists patients with activities of daily living, provides basic nursing care to patients and assists in maintenance of a safe and clean environment under the direction and supervision of nursing and the registered nurse in charge of the team and/or unit. Maintains solid communication with patients, visitors, and interdisciplinary team members. Provides monitoring of telemetry patients and communicates abnormalities to appropriate supervising staff.

QUALIFICATIONS: **Education/Certification:** High school graduate or equivalent. Successful completion of a certified nursing assistant program. Current BLS. Basic dysrhythmia course or certified telemetry course to be completed within 6 weeks of hire.

Experience: None Required

Equipment/Technology: Basic computer and typing skills. Operate vital sign monitoring devices and manual B/P equipment and use a glucometer.

Language/Communication: Has the ability to communicate effectively and clearly with many different people (patients, families, visitors, members of the interdisciplinary team and others).

Mathematical Skills: Basic math.

Mental Capabilities: Able to adapt and adjust to changes in patient load and needs in a tactful positive manner.

Interpersonal: Ability to work well with others.

Performance: Carry out necessary duties and responsibilities as described below.

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:

Certified Nursing Assistant/Monitor Tech/Unit Secretary

1. Provides basic nursing care that includes actions that meet psychosocial needs and communication needs within the nursing assistant's scope of practice.
2. Ensures that patient's needs are met at mealtimes and that patients receive their meals in a timely manner.
3. Documents appropriate intake of meals.
4. Documents appropriate intake and output of patients.
5. Ensures that patient daily hygiene needs are met, i.e. bathing, brushing teeth, changing of bed linen, etc.
6. Performs basic patient care responsibilities considering needs specific to the standard of care for patient's age.
7. Notifies appropriate licensed personnel when patient complains of pain or vital signs or intake and output are less than or greater than acceptable ranges.
8. Obtain and documents patient's vital signs appropriately in the patient's chart.
9. Demonstrates ability to communicate to the RN any observed changes in patient status and responses. Maintains awareness of the needs of the pediatric, geriatric and general patient population.
10. Demonstrates ability to handle patients safely and utilizes proper body mechanics and techniques; uses gait belt with every transfer.
11. Demonstrates ability to assist with feeding patients and maintaining fluid balance with technique appropriate for patient's age and physical condition.
12. Provides explanation to patient and family prior to administering care to patient; answers questions within scope of practice.
13. Communicates appropriately and clearly to nurse, co-workers and physicians.

14. Demonstrates an ability to be flexible, organized and function under stressful situations.
15. Performs all aspects of patient care in an environment that optimizes patient safety.
16. Demonstrates an ability to empty foley catheters, Jackson-Pratt (JP) drains, etc. and appropriately documents their evacuated volumes and inform nurse of volumes at least every 4 hours or more often if needed.
17. Interacts professionally with patient/family and involves patient family in the formation of the plan of care.
18. Manages and operates equipment safely and correctly.
19. Is attentive to call lights and patient needs.
20. Coordinates and performs patient care under the direct supervision of an RN or LPN.
21. Demonstrates use of universal precautions at all times.
22. Adheres to dress code; appearance is neat, clean and within facility standards.
23. Completes annual education requirement.
24. Maintains patient confidentiality at all times.
25. Reports to work on time when scheduled and completes work within designated times.
26. Wears identification while on duty, uses computerized punch time system correctly.
27. Attends annual review and department in-services, as scheduled.
28. Attends at least 85% of staff meetings annually; read all monthly staff meeting minutes.
29. Represents the organization in a positive and professional manner.
30. Actively participates in performance improvement and quality improvement activities.
31. Completes in-services and returns in a timely manner.
32. Attends annual review and department in-services, as scheduled.
33. Required to check emails and be responsible for its content at least once per week.

Additional Duties and Responsibilities Unit Secretary

1. Greets and directs patients and visitors throughout facility.
2. Maintains a safe, clean, and orderly work station.
3. Assembles and maintains patient charts, ensures labeling is accurate.
4. Provides clerical support to the interdisciplinary team: Answers phones calls to the unit, transfers calls as appropriate. Places calls as requested by team members. Takes messages and delivers to appropriate member of the team.
5. Communicates all relevant information clearly and effectively to members of the interdisciplinary team.
6. Completes requested paperwork as necessary and requested. Processes all unit paper work for newly admitted patients. Takes apart patient charts after discharge and organizes contents for delivery to medical records.
7. Provides chart reviews and notifies appropriate members of the interdisciplinary team upon missing items or signatures.
8. May input patient charges in electronic system as necessary.
9. Proficient in computer programs including: Word and Excel. Becomes proficient in electronic medical record documentation.
10. Obtains and/or requests additional medical records upon request from member of the interdisciplinary team.
11. Proficient with copy/fax machine.
12. Able to concentrate and focus on multiple tasks with constant interruption.

Additional Duties and Responsibilities Monitor Tech

1. Monitors cardiac rhythms for telemetry patients
2. Ability to identify potentially harmful or life-threatening dysrhythmias and notifies the appropriate team members.
3. Runs ECG strips per unit protocol and upon request.
4. Prioritization of tasks and can manage responsibilities during emergency situations.



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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	
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:

— 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

REPETITIVE MOTION

—Minimum Number of Hours—

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

I have read this description of the job title **Medical Surgical Certified Nurse Assistant/Monitor Tech/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



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

Job Title: **Certified Nurse Assistant/Monitor Tech/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.