

JOB TITLE: (CNA)/UNIT SECRETARY

DEPARTMENT: EMERGENCY SERVICES**MANAGEMENT:** NO**SUPERVISES:** NO**CLASSIFICATION:** NON-EXEMPT**REPORTS TO:** **DIRECTLY: RN CLINICAL TEAM LEAD/CHARGE**
INDIRECTLY: EMERGENCY SERVICES MANAGER

JOB SUMMARY: **CNA/Unit Secretary:** helps to facilitate functions of the department, by performing clerical duties related to patient care and department flow. Responsibilities include administrative duties within the department. Acts as the department facilitator; communicates with the general public and various hospital departments, physicians and nursing personnel. This position does not directly supervise any other caregivers.

QUALIFICATIONS: **Education/Certification:** High school graduate or equivalent. Successful completion of a certified nursing assistant program. Current BLS.

Experience: Emergency Department preferred

Equipment/Technology: Basic computer and typing skills. Operate vital sign monitoring devices, EKG 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:

Emergency Services CNA/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. Serves as department receptionist, receiving and transmitting messages (personal, telephone, computer) or inquiries to the appropriate destination.
3. Performs other general administrative duties as required (e.g., emails, filing, ordering supplies, etc.).
4. Responsible for (or assists with) data input using EMR, staffing and charge capture systems, electronic bed board, charge entry and charge reconciliation.
5. Performs stocking of the nurse servers in patient rooms and specialty carts or areas on a routine basis.
6. Assists in maintenance of equipment as needed.
7. Orders departmental non-medical supplies as needed.
8. Assists with maintenance of scheduling and various operational processes as directed by Supervisor/Manager.
9. Setup/cancel patient appointments as directed.
10. Transport patients, blood, specimens and other items as needed.
11. Notifies appropriate licensed personnel when patient complains of pain or vital signs or intake and output are less than or greater than acceptable ranges.
12. Documents patient's vital signs appropriately in the patients chart.
13. 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.
14. Provides explanation to patient and family prior to administering care to patient; answers questions within scope of practice.
15. Communicates appropriately and clearly to nurse, co-workers and physicians.
16. Demonstrates an ability to be flexible, organized and function under stressful situations.
17. Performs all aspects of patient care in an environment that optimizes patient safety.
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
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.
34. Conducts all activities with the highest standards of professionalism and confidentiality. Complies with all applicable laws, regulations, policies and procedures, supporting the organization's corporate integrity efforts by acting in an ethical and appropriate manner, reporting known or suspected violation of applicable rules, and cooperating fully with all organizational investigations and proceedings.
35. Delivers customer service and/or patient care in a manner that promotes goodwill, is timely, efficient and accurate.
36. May perform additional duties of similar complexity within the organization, as required or assigned.



Idaho Falls Community Hospital

Created: August 2019

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 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 —					
	0	1-2	3-4	5-6	7+
Repetitive use of foot control					
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 **Emergency Services Certified Nurse Assistant/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: **Emergency Services Certified Nurse Assistant/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.