

# FAST PACE



## MEDICAL STAFFING

### Certified Nursing Assistant (CNA) Job Description

#### Basic Function and Responsibility

The certified nursing assistant is responsible to provide supplemental staff assistance to acute care facilities, nursing facilities, CBRF's and Assisted Living Facilities on a temporary basis.

#### Job Duties

- ✦ Provides care to patients by:
  - accurately taking and recording vital signs of patients.
  - assisting with distribution and collection of meal plates/trays and feeding of patients and/or preparation of meals.
  - assisting with daily living activities.
  - answering call light throughout the assigned facility
  - assisting with specimen collection.
  - assisting with transferring and repositioning of patients with gait belts or mechanical lifts.
  - maintaining a safe and sanitary resident environment.
  - recording of intake and output
- ✦ Completes all necessary documentation as directed by the facility supervisor.
- ✦ Reports patient's health status, changes in condition and concerns to the facility supervisor. Completes all reports as requested by the facility.
- ✦ Follows the patient's plan of care.
- ✦ Works under and takes direction of a RN, LPN or other facility supervisor.
- ✦ Performs housekeeping or any other duties assigned by the facility supervisor.
- ✦ Completes all required training.
- ✦ Follows all policies and procedures at each facility.
- ✦ Works and interacts with others at the worksite in a professional manner.
- ✦ Abides by all policies and procedures of Fast Pace Medical Staffing.

#### Qualifications:

- ✦ High school diploma or its equivalent.
- ✦ Has at least three months experience working in a skilled health care setting.
- ✦ Holds a current and valid CNA license. Is in good standing with the Wisconsin Nurse Aide Registry (TMU).
- ✦ Has an acceptable criminal record and background information disclosure.
- ✦ Has acceptable pre-placement drug screening results.
- ✦ Is not listed with the Department of Health and Family Services or Regulation and Licensing or any other applicable state department or agencies with a finding of abuse/neglect/misappropriation of funds/property, if applicable.

- ↓ Is physically able to complete the assigned job functions.
- ↓ Has reliable transportation to and from assigned shifts.
- ↓ Has a reliable source for communication to arrange work schedules.

The above statements reflect the general details necessary to describe the major functions of the position described and are not intended to be a detailed description of all the work that may be required.

Reviewed and accepted by:

---

\_\_\_\_\_  
Date