



POSITION: Certified Nurse Assistant

EDUCATION: High School Diploma or GED. Certified with a Roster Number by the Department of Health

EXPERIENCE: May be new graduate

RESPONSIBILITIES:

1. Performs various direct patient care activities under the supervision of a Registered Nurse.
2. Ensures the health, comfort and safety of patients.
3. Assists with diagnostics tests and clinical procedures in accordance with level of training and departmental procedures.
4. Does not administer medications or intravenous fluids; however, does obtain non-invasive body fluid specimens.
5. Aids other physicians and nursing staff members with procedures if needed.
6. Familiar with the standard concepts, practices and procedures within the healthcare field.
7. Relies on limited experience and judgment to plan and accomplish goals.
8. Performs a variety of tasks as mandated by the facility where assignment is worked.
9. A certain degree of creativity and latitude is required.
10. Typically reports to a registered nurse or supervisor.

Name _____

Digital Signature

Date ____ / ____ / ____

October, 2004



POSITION: DMHA – Department of Mental Health Approved Worker

EDUCATION: High School Diploma or GED recommended but not required.
Approved by the DMH as an approved caregiver.

EXPERIENCE: No experience is necessary; however, must be recommended by a family member to care for a Mentally Retarded and Developmentally Disabled client.

RESPONSIBILTIES:

1. Provides a variety of patient care activities and related services necessary in caring for the personal needs and the comfort of patients.
2. Assists with the personal hygiene, meals and the changes bed linens.
3. Relies on the instructions and the pre-established guidelines as requested by the case manager and documented on the “ Daily Activity Log.”
4. Does not administer medications or intravenous fluids.
5. Typically reports to a registered nurse or supervisor.

Name _____

Digital Signature

Date ____ / ____ / ____

October, 2004