



Position Description - Clinical

Position Title: Health Clerk/CNA

Job Code: 2266

Position Summary

Performs patient care under the direction of a registered nurse. Provides care for patients according to the standards of care. Facilitates patient and clerical activities on a unit, including order entry, documentation, communication of information necessary for patient care, system management, chart assembly and analysis, customer service/public relations activities related to patient care and unit operations. Ensures accurate data collection and data entry to facilitate customer satisfaction and timely and accurate reimbursement for services.

Core Values

Respect

Respect means the Franciscan respect for life from conception to death and for the dignity of each individual person. Respect is a commitment to freeing and empowering each person to develop to his or her full potential.

Care

Care embodies the concern, compassion, and sensitivity with which we care for patients as individuals on a one-to-one basis. It depicts our way of dealing with patients, clients and colleagues. Many times it is thought of as a bedside behavior, but it also belongs in business offices, cafeterias and boardrooms.

Competence

Competence means that our work is performed and our institutions are managed with the highest level of skill and ability. We are committed to recruiting and developing people who are competent in their work and whose values reflect our own. Our values are an integral part of our system's strategic plan, which provides the overall framework for local activities.

Joy

Joy is the manner in which our colleagues and all who join us in our ministry seek to perform their work – the internal fulfillment of caring for others. It is an essential ingredient in bringing a sense of hope to those who suffer.

Clinical Competencies

Emphasizes a holistic approach to patient care-attending to body, mind, and spirit

Involves patient and family in decisions about care

Maintains excellent interpersonal communication with the health care team colleagues

Promotes quality care by participating in organizational councils/committees and/or support of related process

Documents services provided to patients in the electronic medical record in accordance with policy and requirements

Reduces the risk of healthcare acquired infections through compliance with current CDC hand hygiene guidelines and facility policies

Utilizes standard precautions during patient contact and when handling contaminated materials

Demonstrates compliance with National Patient Safety Goals

Maintains ethical principles with patient care and all other aspects of work

Keeps all patient or colleague information confidential

Participates in continuing education opportunities and maintains certifications, licensure as appropriate

Attends required in-services and meetings

Completes required mandatory competencies by deadline

Possesses information, skill, and understanding of the work to be performed

Complies with all standards, policies and procedures including dress code, attendance and punctuality

Essential Job Functions

Description

Assists in providing care for assigned patients as directed by a Registered Nurse.

Reports verbally to the nurse any changes observed in the condition or behavior of the patient.

Transports patient to and from various areas while assuring patient is attended to at all times.

Facilitates patient transfers and discharges.

Documents appropriate information accurately in the patient record.

Assembles and maintains the patient chart in appropriate, functional order; monitors location of chart at all times.

Enters orders and patient charges, enters or retrieves data, and locates patient data on charts or on-line as needed.

Photocopies information, files information, and answers telephone, screen calls, take messages, and provide information according to established policies. - May not take physician orders.

Assists in obtaining medications from Pharmacy and placement into appropriate storage containers.

Assists in maintaining accurate unit records.

Communicates pertinent information regarding patient, physician, personnel concerns and activities to management.

Greets visitors in a warm and friendly manner.

Monitors inventories and orders and restock supplies and equipment.

Functions as a preceptor for staff.

Willingly accepts other duties as assigned.

Educational/Training Requirements

Degree/Diploma Obtained**Program of Study****Required/Preferred**

Eligible to work as a Nursing Assistant at the affiliate and/or home health care agency as listed on the state Nurse Aide Registry.

Educational requirements apply to any new hire after 6/1/2014. Incumbents are held to the education standard at time of hire and will be exempt from the above requirement and given credit for experience as long as they are able to demonstrate knowledge and ability to perform job duties based on the local entity's ongoing assessment of competency.

Experience

| Years | Type of Experience | Required/Preferred |
|-------|------------------------|--------------------|
| | No Experience Required | |

Certificates, Licenses & Registrations

| Certificate, License or Registration | Required/Preferred |
|--------------------------------------|--------------------|
| Certified Nursing Assistant (CNA) | Required |
| Basic Life Support (BLS) | Required |

Certificate, license, and registration requirements apply to any new hire after 6/1/2014. Incumbents are held to the standard at time of hire and will be exempt from the above requirement.

Physical and Mental Requirements

Requires use of good body mechanics to provide patient care. Performance of duties requires standing and walking most of the shift. Must be able to lift, pull and push as needed when assisting with patient care and/or transfer, and during transfer of equipment. Analytical, interpretive, and critical thinking skills.

Environmental Requirements

Occasional exposure to moderate environmental variations, above-normal noise levels, and/or unpleasant substances. May be exposed to hazardous or potentially injurious elements or conditions. During the course of duties may occasionally be at risk for occupational exposure to chemicals for example disinfectants and soaps.

Colleague Statement of Understanding

Note: This position description indicates the general nature and level of work performed by colleagues in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of colleagues assigned to this position. Variances in job duties performed may exist between facilities, and colleagues may perform other related duties as assigned to meet the needs of the organization. By signing this document, I acknowledge that I have reviewed the position description for the above position. I understand the physical requirements and essential functions for this position in my facility.

I agree to comply with the System Responsibility Policies and all laws, rules, regulations and standards of conduct relating to my position. I understand my duty to report any suspected violations of the law or the standards of conduct to my leader.

I will strive to uphold the mission and vision of the organization. All colleagues are required to adhere to the values in all their interactions with patients, customers, and fellow colleagues.