

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-8185-999	CBID R20
CLASS TITLE Certified Nursing Assistant	WORKING TITLE Certified Nursing Assistant	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

**POSITION CONCEPT**

Under the supervision of other members of the licensed nursing team, the Certified Nursing Assistant (CNA), performs patient care activities and related nonprofessional health care activities for patients in a variety of treatment facilities and health care settings. As directed and in collaboration with the nursing care team, the CNA is responsible for providing great patient care; answering patient calls and determining how best to help them; providing physical care for patients and/or residents with daily activities and personal hygiene, including bathing, dressing, getting out of bed, using the toilet, walking, standing, and/or exercising. The CNA is responsible for addressing the ongoing needs of patients, working with the licensed nursing staff and other health care providers, and promoting the efficient, appropriate, and cost-effective use of health care resources.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	<ul style="list-style-type: none"> <li>• Maintains constant and full visual observation of assigned patients.</li> <li>• Contacts the [supervising class] to report emergency incidents.</li> <li>• Remains at assigned assignment until emergency responders arrive and take possession of the patient.</li> <li>• Ensures patient's safety.</li> <li>• As directed, provides fluids and nutrition to assigned patients, and as necessary assists with their urinary and bowel elimination functions.</li> <li>• Immediately reports to the supervisor and significant changes to the patient's condition or safety concerns.</li> <li>• Participates in handoff communication between the incoming and outgoing staff.</li> <li>• Reviews all supplies to ensure they are readily available and in good working condition prior to assuming assignment duties.</li> </ul>
30%	<ul style="list-style-type: none"> <li>• Maintains patient stability by checking vital signs and weight; testing urine and recording intake</li> </ul>

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	<p>and output information.</p> <ul style="list-style-type: none"> <li>• Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests.</li> <li>• Documents actions by completing forms, reports, logs, and records.</li> <li>• Maintains work operations by following policies and procedures.</li> <li>• Protects organization's value by keeping patient information confidential.</li> <li>• Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures; federal, state, and local requirements.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Provides for activities of daily living by assisting with serving meals, feeding patients as necessary and ambulating, turning, and positioning patients; and providing fresh water and nourishment between meals.</li> <li>• Provides adjunct care by administering enemas, douches, non-sterile dressings, surgical preps, ice packs, heat treatments, sitz and therapeutic baths.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Measures and records the amount of intake and output of fluids and assists with meeting hydration needs.</li> <li>• Assists and encourages patients in using the special devices and equipment prescribed for physical comfort and/or rehabilitation.</li> <li>• Administers basic life support in emergency situations.</li> <li>• Obtains specimens for diagnostic testing in compliance with Department policies and procedures.</li> </ul>

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	<ul style="list-style-type: none"> <li>• Performs other duties as required.</li> </ul>

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS****SPECIAL REQUIREMENTS**

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED