

# SAVOY MEDICAL CENTER

DEPARTMENT: CNA Agency

EFFECTIVE DATE: 3/04

SUBJECT: Job Description/  
Performance Evaluation

REVISION DATE: 4/10

APPROVED BY: Medical Executive Committee

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Name: \_\_\_\_\_ S/S Number: \_\_\_\_\_

Due Date: \_\_\_\_\_ Hire/Transfer Date: \_\_\_\_\_

Type of Review: Annual: \_\_\_\_\_

## QUALIFICATIONS:

1. Certified by the State of Louisiana
2. Current CPR
3. 1 year experience

1= Borderline; Needs Improvement: Frequently does not meet job requirements/standards. Require more than minimal assistance from supervisor or co-workers. Shows willingness to improve.

2= Average; meets standard: Consistently meets assigned job requirements/standards in a satisfactory manner. Requires minimal or no assistance from supervisor/co-workers.

3= Above average: Frequently exceeds job requirements/standards. Solid performance. Functions independently.

4= Superior; exceeds standards: Consistently exceeds job requirements/standards in a manner that rarely is equaled by others. Makes significant contribution to the department

## Duties and Responsibilities

Observe and chart findings on the proper form 1 2 3 4

Bathe Patients 1 2 3 4

Feed Patients by Mouth 1 2 3 4

Take Vital Signs 1 2 3 4

Help monitor intake and output 1 2 3 4

Help Ambulate Patients 1 2 3 4

Make Beds 1 2 3 4

Turn Patients 1 2 3 4

**Supervision**

The CNA is under the direct supervision of the LPN/Charge Nurse of a specific unit.

**Physical Demands:**

- Performing the duties of this job requires prolonged, extensive or considerable standing and walking. The employee is frequently required to use hands to finger, handle or feel objects and tools or controls; reach with hands and arms; climb, stoop, kneel or crouch; talk or hear; and taste or smell. The employee must regularly lift, carry, push, pull, position and/or move up to 50 pounds or more.

**Work Environment:**

- While performing the duties of this job, the employee may be exposed to infections and contagious diseases, body fluids and wastes; exposed to a variety of electrical or mechanical power equipment; exposed to odorous chemicals and specimens; subject to burns and cuts; occasionally exposed to radiation; in contact with patients under a wide variety of circumstances; handling emergency or crisis situations; subject to many interruptions; subject to irregular hours; required to make judgements/actions.
- The noise level in the work environment is moderate.
- Smoke free environment

I have received, read and understand the Position Description/Performance Evaluation above.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

EMPLOYEE COMMENTS:

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DEPARTMENT MANAGER'S COMMENTS:

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RECOMMENDATIONS:

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TRAINING NEEDS: \_\_\_\_\_

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***SIGNATURES***

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

CHIEF NURSING OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_

DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_