

CERTIFIED NURSE ASSISTANT FUNCTIONS

This functional statement has been developed by the DHS as appropriate CNA functions to be performed under the supervision of a licensed nurse in a licensed health facility. The Board of Registered Nursing agrees that these functions do not infringe upon the practice of nursing.

Communicate with the resident; observe resident responses to treatment and/or environment and report changes to licensed nurse.

Provide the following personal care and comfort measures:

- Bathing: bed, tub and shower
- ~~Haircare, shampoos, medicinal shampoos~~
- Shaving
- Dressing and undressing
- Oral hygiene and denture care
- Toileting
- Nail care (except that which requires a podiatrist)
- Care of hearing aids, glasses, prosthetic devices, personal equipment and belongings
- Incontinence care
- Routine skin care
- Prevention of pressure ulcers
- Perineal care
- Assistance with mobility: range of motion, transfers, ambulation, positioning, exercises as ordered and demonstrated by an RN or physical therapist
- Maintenance of a clean and healthful environment

Perform the following procedures:

- Feed patients
- Take vital signs: temperature, pulse, respirations, and blood pressure
- Measure height and weight
- Measure and record in-take and out-take
- Assist with use of bedpan, urinal, and commode
- Collect specimens; urine, stool, and sputum
- Assist with bowel and bladder retraining

Certification Facts

- Provide perineal care
- Provide or assist with bath
- Provide care to patients with urinary, gastric, oxygen, and intravenous tubing (excluding inserting, suctioning, changing or repositioning the tubes)
- Make beds
- Insert cleansing enemas, laxative suppositories
- Heimlich maneuver
- CPR (with current certification)
- ~~Apply non-sterile dry dressings to intact skin surfaces~~
- ~~Apply non-legend topical ointments, creams, lotions, and solutions to intact skin surfaces~~
- Chart medical record

A CNA MAY NOT PERFORM ANY NURSING FUNCTIONS THAT MUST BE PERFORMED BY A LICENSED HEALTH CARE PROFESSIONAL. Examples are:

- Perform invasive procedures
- Pass/administer medications or give injections (This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth, or genitourinary tract.)
- Perform ostomy care or apply wafer to skin
- Insert, irrigate, or replace catheters
- Suctioning
- Perform sterile procedures (dressing changes, debridement, tracheostomy care)
- Administer gastrostomy or naso gastric feedings
- Administer oxygen

JOB DESCRIPTION

TITLE: Nurse Assistant
DEPARTMENT: Nursing
PURPOSE: Assistants licensed nursing staff by performing routine duties in caring for resident

RESPONSIBILITIES:

- I. General
 - a. Handling and serving residents in a manner conducive to their safety and comfort
 - b. Adhering to instructions issued by the Nurse and established nursing home routine
 - c. Performing duties in accordance with established methods and techniques and in conformance with recognized standards
 - d. Providing maximum patient-care services within limits defined by delegated tasks

- II. Job Detail
 - a. Bathe residents
 - b. Assist residents in dressing
 - c. Assist residents to and from wheelchairs and into and out of bed, always using good body mechanics
 1. Assist with ambulation
 2. Assist with crutch walking and use of walkers
 - d. Change positions of bedfast residents **AT LEAST EVERY TWO (2) HOURS**, using stomach lying-if possible-as well back and side positions
 - e. Shave, trim, shampoo and dress hair of male and female residents
 - f. Clean and trim nails (finger and toe) as needed. Always soak well before trimming. **NOTE: Nails of diabetic residents will be done by licensed personnel ONLY**
 - g. Resident's dentures should be cleaned daily
 - h. Help residents with passive exercises
 - i. Serve trays, feed and assist those needing help
 - j. Give bedpans and urinals
 - k. Clean and store equipment. When caring for a resident, you are responsible for keeping the whole unit in good order and cleanliness
 - l. Make and clean beds
 - m. Report immediately to your head nurse any change in your resident's behavior or actions. Treat all residents with kindness and respect
 - n. Report any accident or incident immediately to your Charge Nurse
 - o. Every signal light and buzzer is yours to answer promptly and courteously, and is considered an emergency until answered
 - p. Maintain a cheerful attitude. Keep the information concerning your residents confidential and keep their confidence also. Use the **PATIENT CARE PLAN** in carrying out assignments. Respect individuals for ability, knowledge and skills. Assume responsibility for growth and development of performance by observing and learning new procedures, attending and participating in in-service training, support new management and care progress, and make recommendations to the Charge Nurse when you note the need for change. Report personnel and care problems to the Charge Nurse.
 - q. Carry out other assignment-routine or special-following the facility's policy and procedure guide. Cooperation is essential to your good performance and self-satisfaction in your job.

III. Special Demands

- a. Willingness to work with realization that errors may have serious consequences for patients
- b. Patience and tact in dealing with ill residents
- c. Some initiative and judgment in recognizing symptoms
- d. Willingness to perform a variety of simple repetitive tasks, many of which involve unpleasant conditions
- e. Works under pressure
- f. Such other duties as directed

QUALIFICATIONS:

1. Education:

Must be able to read and write English, have a high school education or equivalent is preferred

2. Training and Experience:

Previous experience preferable, but not essential. Worker receives on-the-job training under close supervision.

JOB RELATIONS:

Charge Nurse (R.N. or L.V.N.)

Employee Signature _____ Date _____

CERTIFIED NURSE ASSISTANT (CNA) AND/OR HOME HEALTH AIDE (HHA) INITIAL APPLICATION INFORMATION

CRIMINAL RECORD CLEARANCE

Upon enrollment in a CDPH-approved training program, the applicant must be fingerprinted through the Live Scan process.

For a list of mandatory convictions (which will result in mandatory denial or revocation of certification), please visit our website at www.cdph.ca.gov. All convictions are reviewed. If the conviction prevents certification, the applicant will be notified. Applicants will not receive a certificate until they have received a criminal record clearance.

A) CNA APPLICANTS

- 1) The applicant must submit the following to ATCS upon enrollment in the program and before patient contact:
 - a) This completed Initial Application (CDPH 283 B); *and*
 - b) The second copy of the completed Request for Live Scan Services (BCIA 8016) form.
- 2) Provided the above has been submitted to ATCS by the applicant, the nurse assistant may work with proof of successful completion of the Competency Evaluation while the criminal record review is in progress.

B) HHA APPLICANTS

- 1) Reciprocity is not granted for HHAs. Applicants must complete HHA training from either of the following CDPH-approved training programs:
 - a) One-hundred and twenty (120-hours) consisting of at least sixty-five (65-hours) of classroom and fifty-five (55-hours) of supervised clinical training in basic nursing and home health topics.
 - b) Forty (40-hours) supplemental HHA training consisting of twenty (20-hours) of classroom and twenty (20-hours) of supervised clinical training in home health topics (this course is only for individuals who are already hold a CNA certificate).
- 2) Upon enrollment in the one-hundred and twenty (120-hour) and forty (40-hour) HHA training program, the applicant must submit the following to ATCS:
 - a) The second copy of the completed Request for Live Scan Services (BCIA 8016) form (not required for 40-hour program, as fingerprints would have previously been received); *and*
 - b) This completed Initial Application (CDPH 283 B).

C) EQUIVALENCY-TRAINED NURSE ASSISTANT APPLICANTS

- 1) If the applicant is presently enrolled in (or completed) a Registered Nurse, Licensed Vocational Nurse, or Licensed Psychiatric Technician program, or has received medical training in military services, or has received the above license(s) from a foreign country or U.S. state, the applicant may not have to take further training and may qualify to take the Competency Evaluation. Please submit the following to ATCS:
 - a) An official, sealed transcript of training (students may substitute the transcript with a sealed letter on official school letterhead, listing equivalent training and the completion of at least the "Fundamentals of Nursing" course). The letter must include the completion date(s) of the training/courses and hours/units completed. If discharged from the military, a copy of the DD-214 can substitute for an official transcript; *and*
 - b) Proof of work (paystub or W2) showing the applicant has provided nursing or nursing-related services in a facility to residents for compensation within the last two (2) years (not required for current nursing students or if the college degree was obtained within the last two (2) years); *and*
 - c) A copy of the completed Request for Live Scan Services (BCIA 8016) form; *and*
 - d) This completed Initial Application (CDPH 283 B).
 - If approved, the applicant will be sent information regarding the Competency Evaluation. Provided the above has been submitted to ATCS by the applicant, the nurse assistant may work with proof of successful completion of the Competency Evaluation while the criminal record review is in progress.

D) RECIPROCITY APPLICANTS

- 1) If the CNA certification is active and in good standing on another state's registry, the applicant may qualify for certification in the State of California without taking CNA training or the Competency Evaluation. Please submit the following to ATCS:
 - a) A copy of the state-issued certificate; *and*
 - b) Proof of work (paystub or W2) showing the CNA has provided nursing or nursing-related services in a facility to residents for compensation within the last two (2) years (not required for those who received their initial certification from another state within the last two (2) years); *and*
 - c) A copy of the completed Request for Live Scan Services (BCIA 8016) form. The applicant must be fingerprinted in the State of California to obtain criminal record clearance through this method; *and*
 - d) A completed Verification of Current Nurse Assistant Certification (CDPH 931) form, which must be completed by the applicant and submitted by the endorsing state agency; *and*
 - e) This completed Initial Application (CDPH 283 B).

E) CNA RENEWAL INFORMATION

- 1) CNA certificates must be renewed every two (2) years. You may renew your certificate any time within two (2) years after the expiration date, if by the time the certificate expires you will have completed the following:
 - a) You have previously received and maintained criminal record clearance for CNA, HHA, Intermediate Care Facility- Developmentally Disabled (ICF-DD), DD Habilitative, or DD Nursing and a criminal clearance is granted; *and*
 - b) You have provided nursing or nursing-related services in a facility to residents for compensation (under the supervision of a licensed health professional) within your most recent certification period; *and*
 - c) You have successfully obtained and submitted documentation of forty-eight (48) hours of In-Service Training/CEUs within your most recent certification period. A minimum of twelve (12) of the forty-eight (48) hours shall be completed in each year of the two (2) year certification period. A maximum of twenty-four (24) of the forty-eight (48) hours may be obtained only through a CDPH-approved online computer training program listed on our website. Please visit www.cdph.ca.gov for a complete listing of CDPH-approved online computer training programs.

F) HHA RENEWAL INFORMATION

- 1) HHA certificates must be renewed every two (2) years. You may renew your certificate any time within four (4) years after the expiration date, if by the time the certificate expires you will have completed the following:
 - a) You have successfully obtained twenty-four (24) hours of In-Service Training/CEUs within your most recent certification period. A minimum of twelve (12) of the twenty-four (24) hours shall be completed in each year of the two (2) year certification period.
- 2) If you have an active CNA certificate, you may renew at the same time as your HHA. Renewing the CNA and HHA certificates together requires the completion and submission of forty-eight (48) hours of In-Service Training/CEUs.

Objective 3: Identify CNA requirements as set forth in Title 22 and OBRA.

- A. Complete CNA training course approved by the Department of Health Services (DHS):
 1. Minimum of 50 hours of mandated theory, plus 10 hours recommended Alzheimer's Disease and Elder Abuse. *= 60 hrs total*
 2. Minimum of 100 hours of clinical training in a skilled nursing facility.
 3. Course content must comply with Title 22 and OBRA.
 4. Students who are employees of a skilled nursing facility must be paid an hourly wage while in training.
 5. Criminal screening upon enrollment in nurse assistant course work.
 6. History & Physical exam, Tuberculosis clearance
 7. DHS - 283B Initial application form
- B. Successfully complete the state competency test:
 1. Includes a written and skills test.
 2. Three opportunities to pass.
 3. Must be taken within two years of successfully completing the course.
 4. Competency test fee.
 5. Facility must pay competency test fee if the student is an employee.
 6. If student is hired by a skilled nursing facility within a year of passing the competency test, the facility must reimburse the competency test fee.
- C. California has contracted with two vendors to give the state competency examination:
 1. Chancellor's Office, California Community Colleges.
 2. American Red Cross.
- D. Criminal clearance prior to certification.
- E. Certification renewal requirements:
 1. Complete the DHS renewal application - 283C form
 2. Complete 48 hours of approved in-service/continuing education hours every two years.
 3. Verify eight hours of paid work as a CNA in the last two years.
 4. Criminal clearance - fingerprinting not required.
 5. Submit money order, cashier's check or personal check for amount of renewal fee.