

NURSING ASSISTANT (CERTIFIED) DUTIES, GENERAL GUIDELINES FOR

DAY TOUR OF DUTY:

1. Clock in, receive report and assignment.
2. Follow care Kardex/plan of care and assignment sheets.
3. Report immediately to unit nurse or charge nurse anything unusual about residents.
4. Make rounds and introduce yourself. Give a.m. care to all residents assigned.
5. Serve breakfast trays and assist with feeders.
6. Remove all trays.
7. Obtain necessary linen, soiled linen container and proceed with assignment.
8. Change incontinent residents and assist ambulatory residents to bathroom. Follow plan of care/assignment sheets.
9. Complete baths, showers or bed baths as scheduled.
10. Pay special attention to oral hygiene and care of nails and hair.
11. Make sure all call lights are secured within reach of residents, beds are in low position and bed rails are up, if ordered, before leaving rooms.
12. Assist residents to bathroom as necessary before placing in wheelchairs. All wheelchair residents are to be checked frequently and taken to the bathroom at least every two hours, as requested, or per individual plan of care.
13. Turn and reposition all bed and chair residents every two hours.
14. Place bedpans, linen, washbasins and soiled linen in proper area.
15. Keep beside and over-bed tables clean and uncluttered.
16. Make sure residents are up in wheelchairs for a.m. activities.
17. Take residents who are able to dining room and assist in feeding when assigned to dining room.
18. Make sure all residents have fresh water unless contraindicated. Encourage fluids for all residents unable to take water unassisted.
19. Make sure all residents are offered nourishment at scheduled times, when indicated.
20. Check all special assignments and assure that each assignment is completed before going off duty.
21. Empty and record all urinary drainage bags.
22. Check all residents at the end of the shift and make sure they are clean, dry, comfortable, have call light within reach and ordered devices are in place.
23. Make sure call care, food percentage, intake and output, when indicated, and bowel and bladder documentation is completed before going off duty.

EVENING TOUR OF DUTY:

1. Clock in, receive report and assignments.
2. Follow care Kardex/plan of care and assignment sheets.
3. Report immediately to unit nurse or charge nurse anything unusual about residents.
4. Make rounds and introduce yourself to all residents assigned. Be sure they are clean, dry and comfortable.
5. Prepare residents for evening meal.
6. Serve meal trays, assist with setup as indicated, and assist with feeders.
7. Assist residents to dining room and assist with serving and feeding as assigned.

8. Make sure all residents have fresh water unless contraindicated. Encourage fluids for all residents unable to take water unassisted.
9. Assist residents who are ambulatory and take them to bathroom every two hours, as requested, or per individual plan of care.
10. Turn and reposition all bed and chair residents every two hours, as ordered, or more frequently if indicated, assist with toileting needs or incontinence care as needed.
11. Makes sure all residents are offered nourishment at scheduled times as indicated.
12. Prepare all residents for bed, changes linen as necessary, complete oral hygiene and toileting.
13. Check all special assignments and assure that each assignment is completed before going off duty.
14. Empties and records all urinary drainage bags.
15. Check all residents at the end of the shift and make sure they are clean, dry, comfortable, have call light within reach, and the ordered devices are in place per POC.
16. Complete documentation per facility policy.

NIGHT TOUR OF DUTY:

1. Clock in, receive report and assignments.
2. Follow care Kardex/plan of care and assignment sheets.
3. Report immediately to unit nurse or charge nurse anything unusual about residents.
4. Make rounds on all residents every 2 hours. Make necessary linen changes after washing and drying soiled residents and assist resident to bathroom as needed per POC.
5. Turn and position every resident that is unable to turn self every two hours or more often if indicated.
6. Make sure all call lights are secured within reach of residents and all bed rails are in appropriate position if ordered.
7. Place bedpans, washbasins and soiled linen in proper area.
8. Keep bedside and over-bed tables clean and uncluttered.
9. Make sure all residents have fresh water unless contraindicated. Encourage fluids for all residents unable to take water unassisted.
10. Check all special assignments and assure that each assignment is completed before going off duty.
11. Empty and record all urinary drainage bags.
12. Check all residents at the end of the shift and make sure they are clean, dry, and comfortable, have call light within reach and restraints properly applied if necessary.
13. Complete documentation per facility policy.