

**CITY OF MARIANNA**  
**COMMISSION AGENDA MEMO**  
**June 4, 2019**

ITEM# \_\_\_\_\_

<b>MARIANNA HEALTH &amp; REHABILITATION CENTER</b>
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**Subject:** Manning Document Job Description Changes

**Subject Background:** Staff has been reviewing job descriptions to ensure that the information reflects as accurately as possible the knowledge, skills and abilities, example of duties, and training and experience for the city positions. Most recently the commission approved changes to the City's Drug Free Workplace Policy, therefore certain language will be added to all job descriptions informing employees of all testing done by the City. Job descriptions will include an essential functions of position (physical demands), work environment and hours of work section.

The job descriptions are for the Licensed Practical Nurse (LPN) and the Certified Nursing Assistant (CNA) position in the Nursing Department and have been updated to reflect the revised format.

**Recommendation:** Staff recommends the Commission approve the changes submitted to the current job description.

**Potential Motion:** I move to approve the changes submitted to the current job description per recommendation of the Administrator of Marianna Health and Rehabilitation Center.

Prepared by: Melinda Gay, Administrator    Approved for Agenda by:
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**MARIANNA HEALTH AND REHABILITATION CENTER  
LICENSED PRACTICAL NURSE**

**The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

**JOB SUMMARY**

The practice of practical nursing means the performance of selected acts, including the administration of treatments and medications, in the care of the ill, injured, or infirm and the promotion of wellness, maintenance of health, and prevention of illness of others under the direction of a registered nurse, a licensed physician, a licensed osteopathic physician, a licensed podiatric physician, or a licensed dentist.

The practical nurse shall be responsible and accountable for making decisions that are based upon the individual's educational preparation and experience in nursing.

**ESSENTIAL JOB FUNCTIONS**

"Practice of professional nursing" means the performance of those acts requiring substantial specialized knowledge, judgment, and nursing skill based upon applied principles of psychological, biological, physical, and social sciences which shall include, but not be limited to:

- The observation, assessment, nursing diagnosis, planning, intervention, and evaluation of care; health teaching and counseling of the ill, injured, or infirm; and the promotion of wellness, maintenance of health, and prevention of illness of others.
  - "Nursing diagnosis" means the observation and evaluation of physical or mental conditions, behaviors, signs and symptoms of illness, and reactions to treatment and the determination as to whether such conditions, signs, symptoms, and reactions represent a deviation from normal.
- The administration and recording of medications and treatments as prescribed or authorized by a duly licensed practitioner authorized by the laws of this state to prescribe such medications and treatments.
  - "Nursing treatment" means the establishment and implementation of a nursing regimen for the care and comfort of individuals, the prevention of illness, and the education, restoration, and maintenance of health.
- The supervision and teaching of other personnel in the theory and performance of any of the above acts.
- Perform any other job-related specified duties as requested by the Administrator.

## QUALIFICATIONS

### Education, Training and Experience

Must be a Licensed Practical Nurse in good standing and currently licensed by the State of Florida. Previous experience in a long-term care environment is desirable.

### Special Requirements

- Level 2 Background screening required
- Is in good mental and physical health.
- Ability to move and lift residents.
- Knowledge of the regulations regarding residents rights to privacy, i.e., not divulging confidential information concerning the resident except to authorize personnel.
- ~~Participates in in-service education programs.~~

### Knowledge, Skills and Abilities

- Is responsible for maintaining clinical competency as evidenced by application of integrated nursing knowledge and skills, leadership and communication skills.
- Utilizes the nursing process in assessment, planning and implementing care.
- Exhibits organizational ability related to work flow, prioritizing to meet the patient care needs.
- Integrates current standards of practice as well as local, state, and federal regulations related to nursing services in the care of patients.
- Practices continuous quality improvement thinking and problem solving skills.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Possess the ability and willingness to deal tactfully with residents, family members, visitors, physicians, associated from multiple departments in and out of the facility and general public.
- Ability to show leadership and the willingness to work harmoniously with personnel.
- Must have the knowledge and skills necessary to provide patient care as defined by job responsibilities and performance standards in this job description to include Patient Safety Performance Standards for the identified population served.
- Ability to evaluate skills and abilities of subordinate employees.
- Ability to learn new computer software programs and apply new technology effectively.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to manage time effectively.
- Ability to analyze problems, identify alternatives, develop recommendations and implement solutions.
- Ability to assess needs and prioritize them.
- Ability to operate general office equipment such as fax machine, photocopier, scanner, multi-line phone, etc.
- Ability to maintain effective relationships and communication with families, residents and staff.
- Must possess effective written, verbal and non-verbal communication skills.

- Supporting, interpreting and promoting the Nursing Department in accordance with the philosophy and objectives of the Center.
- Maintaining channels of communication with the DON, Administrator and departments of the organization related to nursing service, employing tact and diplomacy at all times.
- Maintaining high standards of nursing practice, keeping in mind the safety of residents and the quality of nursing care as well as the quantity of care given.
- Interpreting and implementing policies which affect nursing service.
- Developing and improving the abilities necessary to carry out the responsibilities of the position assigned.
- Keeping abreast with new developments and trends related to nursing practice.
- Accepting direction, supervision and evaluation of performance.
- Being familiar with resources, equipment and supplies available within the Center.
- Participating in continuing inservice education activities and stimulating interest in continuing educational programs.
- Economical use of time, material and personnel.
- Developing and maintaining a professional level of conduct throughout the organization.
- Becoming familiar with community resources available for assistance in the care of residents.
- Recognizing the merit of continuing inservice education and its contribution to nursing service and resident care and the value of a sound productive inservice program.
- Assuming the responsibility of planning for and providing safe nursing care of residents within the assigned unit.

#### **PHYSICAL DEMANDS**

- Occasional lifting and carrying up to 20 or more pounds.
- Occasional pushing & pulling of up to 20 or more pounds.
- Sedentary work: position requires frequent sitting.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, & walking.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with our without correction.
- Occasionally climbing, crawling and sitting.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.

- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers or to residents accurately and loudly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.

### **WORK ENVIRONMENT**

Work is inside in a skilled nursing facility. Work may include supervising activities outdoors where exposure to adverse weather may be experienced.

### **EXPECTATION OF HOURS WORKED**

Work the schedule assigned by the Director of Nursing. Emergency situations may require you to come in early or stay late due to unforeseen circumstances.

**Department:** Nursing

**Classification:** FLSA Non-exempt

**Pay Grade:** 23

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

A Licensed Practical Nurse is subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

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Signature & Print name

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Date

**MARIANNA HEALTH AND REHABILITATION CENTER  
CERTIFIED NURSING ASSISTANT**

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

**JOB SUMMARY**

A Certified Nursing Assistant is a worker who, under the direction and supervision of a Registered Nurse or Licensed Practical Nurse, attends the personal needs of the residents. A Certified Nursing Assistant provides the quality of service that meets the standards for Marianna Health and Rehabilitation Center. They A Certified Nursing Assistant assists with the admission, discharge, and transportation of residents, procure and return nursing equipment and assist in the general maintenance of the nursing unit.

**ESSENTIAL JOB FUNCTIONS**

- Report to the nurse's station at the beginning of shift to get aide assignment sheet and any other instructions from your nurse.
- Complete ADL sheets as care is provided in accordance with aide assignment sheets and nurses' instructions. ADL sheets are to be completed daily before the end of shift.
- Give hygienic care, such as: bathing (bed, tub, shower or sponge bath), grooming (shampoo, nail care and shaving), oral care (denture care), hair care, and providing water to wash hands and face.
- Measures and records vital signs/weights and reports variations in vital signs to nurse.
- Provide, remove, and clean bedpans and urinals.
- Prepare residents for meals and assist residents in eating as required.
- Clean resident's hands and face before and after meals. Ensure there is no food on clothing, bedding or chair.
- Timely pass resident trays when the food carts arrive on the hall.
- Report all observations concerning residents to a Registered Nurse or LPN Charge Nurse.
- Assist residents in positioning, moving and turning, getting in and out of bed, and ambulation. Responsible for using proper techniques.
- Ensure residents are in proper body alignment in the bed and wheelchair.
- Timely answer resident's call lights and take appropriate action. Call lights must be in reach of resident at all times.

- Fingernails and toenails must be short, smooth and clean. If a resident is diabetic, or there is a problem with the nails, report to the nurse. Nurses will cut the nails of diabetic residents.
- Keep residents skin soft and moist with lotion.
- If resident is not eating, offer substitutes. If the resident still doesn't eat, the nurse should be notified.
- Ensure all resident personal items, including dentures, denture cups, toothbrush holders, are labeled with resident's name.
- Assist with dressing and undressing as needed.
- Assists with feeding of residents.
- Make and change beds (unoccupied and occupied).
- Transport newly admitted residents to the unit as directed.
- Assist resident in getting into and out of bed as needed.
- Keep resident rooms neat and tidy. Keep bedside tables and overbed tables clean.
- Place ice in water pitchers as scheduled or as requested by residents. Water pitcher should be on bedside table, within resident's reach.
- Transport discharged residents, or those going on leave, to their cars.
- Obtain, clean, and return nursing equipment and supplies to designated areas.
- Clean resident's unit after resident is discharged and do discharge inventory.
- Assist in keeping department neat and clean by: Cleaning bedside unit, cleaning nursing equipment, and keeping service area in order (utility rooms – clean and soiled).
- Ensure dirty linen barrels are at least 10 feet from the clean linen cart, food cart and medicine cart. Place dirty linen barrel in Soiled Utility Room when not in use. Barrels must not overflow.
- Immediately report any changes in resident's condition or incident to the nurse.
- Assisting co-workers when needed.
- Reporting on and off duty to the nurse in charge and when leaving or returning from special assignment.
- Perform walking rounds with the next shift.
- Adhere to the policies and procedures of Marianna Health and Rehabilitation Center.
- Assist resident to activities.
- Maintain competence through attendance and participation in continuing education program seminars.
- Understand and follow universal precautions, established safety rules, fire and disaster procedures, and departmental policies and procedures while performing daily tasks.
- Perform any other work-related duties as assigned by supervisor.

## QUALIFICATIONS

**Education, Training and Experience:** Must possess, as a minimum, a high school diploma or GED. Must have current and valid Florida Certified Nursing Assistant license and must be at least 18 years of age. Previous experience in nursing home, hospital, extended care facility or other medical facility preferred.

**Special Requirements:**

- Level 2 Background screening required.
- In good mental and physical health.
- Ability to move and lift residents.
- Knowledge of the regulations regarding residents rights to privacy, i.e., not divulging confidential information concerning the resident except to authorized personnel.

**Knowledge, Skills and Abilities:**

- Must possess effective written, verbal and non-verbal communication skills.
- Ability to understand and carry out directions.
- Ability to manage time effectively.
- Basic computer skills.
- Maintain effective relationships and communication with families, residents and staff.
- Ability to accept supervisor direction and evaluation of performance.
- Ability to remain calm and follow instructions in an emergency situations.
- Compassionate, mature, courteous, sympathetic and professional at all times.
- Ability to organize and prioritize with good interpersonal skills.
- Demonstrates appropriate knowledge for safe use of medical equipment (cane, crutches, walkers, Hoyer Lift, side rails, brace, splints, oxygen).
- Ability to maintain confidentiality in relation to all residents, staff and documentation.  
HIPAA compliance required.

**PHYSICAL DEMANDS**

The work is medium to heavy work which requires exerting up to 50 pounds of force frequently to lift/move, and/or occasionally up to 100 pounds of force to move objects. Additionally, the following physical abilities are required:

- Exerting up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Twisting/Bending: Occasionally required to assess residents at a lower level or beds or items on the floor.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm. Occasionally for resident care and transporting residents.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with our without correction.
- Sedentary work: position requires occasional sitting to complete paperwork.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.



- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks. Frequently standing and walking to care for patients and accessing supplies.
- Occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals.

### **WORK ENVIRONMENT**

Work is primarily in an inside setting. Work may include participating in resident activities outdoors where exposure to adverse weather may be experienced.

### **EXPECTATION OF HOURS WORKED**

Work the schedule assigned by the Director of Nursing. Emergency situations may require you to come in early or stay late due to unforeseen circumstances.

**Department:** Nursing  
**Classification:** FLSA Non-exempt  
**Pay Grade:** 13

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

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By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

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Signature & Print name

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Date