



An Affiliate of
MERCYONE



504 N. Cleveland St, Mt. Ayr, IA 50854

E-mail: hr@rchmtayr.org

Phone: (641) 464-3226

Certified Nurse Assistant (CNA) / Ward Clerk

DEPARTMENT: Acute Care
SHIFT: Night
REPORTS TO: Director of Nursing & Acute Team Lead
SUPERVISES: None
FLSA STATUS: Non-Exempt

This job description covers the most significant duties performed but does not exclude other occasional work assignments performed.

Educational/Experience Requirements:

- High School Diploma or equivalent.
- Successfully completed Nursing Assistant Certification Program.
- Computer experience required.
- Understands HIPAA regulations and privacy of patient and employee information.

Brief Description of Job:

- Performs patient care activities to assist nursing personnel in the care of patients.
- Responsible for all aspects of the admission/registration process for patients seeking admission to the Emergency Room and/or Medical Surgical Departments.
- Responsible for manning the nursing station.
- Performs clerical and receptionist duties.
- Requests supplies, equipment and services.

Corporate Philosophy Statement:

- It is the obligation of each employee of Ringgold County Hospital to abide by and promote the mission and core values of Ringgold County Hospital.

Essential Functions:

- Answers phone, utilizes paging system and transfers calls as necessary.
- Admits and registers patients on the computer system.
- Prepares patient stickers.
- Copies and maintains insurance cards.
- Updates census sheet.
- Initiates UR worksheet for admissions.
- Administers patient care duties under the direction of the registered nurse (i.e., answering call lights, giving baths, assisting with activities, and providing meals and fluids.
- Works under direct supervision using Ringgold County Hospital policies and nursing standards.
- Maintains knowledge of equipment set-up, maintenance, and use.
- Maintains confidentiality regarding all patient/personnel information.



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- Reports observations to licensed personnel.
- Initiates emergency support measures (i.e., cardiopulmonary resuscitation, protecting patient from injury).
- Maintains patient care supplies, equipment, and environment.
- Works assigned shift/shifts, weekends, and holidays as scheduled.

Marginal Functions:

- Assists with clerical duties (i.e., maintenance of chart, patient record, answering phones, recording vital signs).
- Effectively assumes job responsibilities of ancillary support during absence.
- Assists with paging system and ward clerk duties as requested.



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