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## TITLE: JOB DESCRIPTION FOR CERTIFIED NURSES AIDES

**EFFECTIVE:** 01/01/2020

### **PURPOSE:**

Define the scope of practice for all Certified Nurse's Aides under the guidelines of Florida Home Health Agency

### **POLICY:**

1. A certified Nurse's Aide of the home health agency shall have on file the person's State of Florida certification. A copy of the screen of the Florida Department of Health web site's Certified Nursing Assistant Information that shows the person's name, address, certificate number, original issue date, expire date and status shall be on file with the Home Health Agency prior to client assignment.
2. CNA's must receive in-service training each calendar year. Training must be provided to obtain and maintain a certificate in cardiopulmonary resuscitation.
3. A Certified Nurse's Aide will work under the direct supervision of a Registered Nurse.
4. Responsibilities of the home health aide and CNA shall include the performance of all personal care activities contained in a written assignment by a licensed health professional employee or contractor of the home health agency and which include assisting the patient or client with personal hygiene, ambulation, eating, dressing, shaving, physical transfer, and other duties as assigned
5. Scope of practice includes assistance with activities of daily living" which means a certified nursing assistant provides to the patient individual assistance with activities of daily living, including the following:
  - a) **Ambulation.** Providing physical support to enable the patient to move about within or outside of the patient's place of residence. Physical support includes holding the patient's hand, elbow, under the arm, or holding on to a support belt worn by the patient to assist in providing stability or direction while the patient ambulates.
  - b) **Bathing.** Helping the patient in and out of the bathtub or shower being available while the patient is bathing. Can also include washing and drying the patient.
  - c) **Dressing.** Helping patients, who require assistance in dressing themselves, put on and remove clothing.
  - d) **Eating.** Helping with feeding patients who require assistance in feeding themselves.

**UPDATED:** 01/2020

- e) **Personal hygiene.** Helping the patient with shaving. Assisting with oral, hair, skin and nail care.
  - f) **Toileting.** Reminding the patient about using the toilet, assisting him to the bathroom, helping to undress, positioning on the commode, and helping with related personal hygiene, including assistance with changing of an adult brief. Also includes assisting with positioning the patient on the bedpan, and helping with related personal hygiene.
  - g) **Assistance with physical transfer.** Providing verbal and physical cueing, physical assistance, or both while the patient moves from one position to another, for example between the following: a bed, chair, wheelchair, commode, bathtub or shower, or a standing position. Transfer can also include use of a mechanical lift, if a home health aide is trained in its use.
6. CNAs assisting with self-administered medication must receive a minimum of 2 hours of training (which can be part of the 40 hour home health training) prior to assuming this responsibility
7. Training must cover state law and rule requirements with respect to the assistance with self-administration of medications in the home, procedures for assisting the patient with self-administration of medication, common medications, recognition of side effects and adverse reactions and procedures to follow when patients appear to be experiencing side effects and adverse reactions.
8. Training must include verification that each CNA can read the prescription label and any instructions. Individuals who cannot read must not be permitted to assist with prescription medications. Other courses taken in fulfillment of this requirement must be documented and maintained in the CNA's personnel file.
9. Assistance with self-administered medication by a Certified Nurse's Aide. Supervision of self-administered medication in the home is limited to the following:
- a) Obtaining the medication container from the storage area for the patient,
  - b) Ensuring that the medication is prescribed for the patient,
  - c) Reminding the patient that it is time to take the medication as prescribed, and
  - d) Observing the patient self-administering the medication.
  - e) Prepare necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication;
  - f) Open and close the medication container or tear the foil of prepackaged medications;
  - g) Assist the resident in the self-administration process. Examples of such assistance include the steadying of the arm, hand, or other parts of the patient's body so as to allow the self-administration of medication;
  - h) Assist the patient by placing unused doses of solid medication back into the medication container.

10. CNA shall not change sterile dressings, irrigate body cavities such as giving an enema, irrigate a colostomy or wound, perform a gastric irrigation or enteral feeding, catheterize a patient, administer medication, apply heat by any method, care for a tracheotomy tube, nor provide any personal health service which has not been included in the plan of care.
11. CNA's who earn their certificate in another state may work as a home health aide in a home health agency in Florida if they present a copy of their current CNA certificate from that state. For CNA's, who have a certificate from out of state and who want to obtain a Florida CNA certificate, they can contact the Florida Certified Nursing Assistant office at the Department of Health to inquire about taking the written examination.
12. A home health agency shall ensure that a certified nursing assistant has competency in the home health core curriculum.

I understand that this is a general list of those duties I might be asked to perform. I agree that I will check with Right Accord if I am unsure about my responsibilities while on an assignment.

I have thoroughly read and understand the duties of this position description.

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**EMPLOYEE SIGNATURE**

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**DATE**

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**RIGHT ACCORD REPRESENTATIVE**

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**DATE**