



# Memorandum

**Subject:** Certified Nursing Assistant Job Description

**Date:** Revised on 04/29/02

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## Job Summary

A Certified Nursing assistant means an individual, regardless of title, who, under the direction and supervision of a registered nurse or licensed practical nurse, assists in the delivery of nursing and nursing-related activities to patients in a health care facility.

[Statutory Authority: Chapter 18.88A.020 RCW, 1994 sp.s. c 9 § 708; 1991 c 16 § 2; (1991 c 3 § 221 repealed by 1991 sp.s. c 11 § 2); 1989 c 300 § 4; 1988 c 267 § 2. Formerly RCW 18.52B.020.]

## **WAC 246-841-400 Standards of practice and competencies of nursing assistants.**

The following standards are supported by statements of the competencies that a nursing assistant must hold to meet the standard to be certified to practice in the state of Washington. The competencies are statements of skills and knowledge, and are written as descriptions of behaviors that can be observed and measured.

All competencies are performed, as per RCW 18.88A.030, under the direction and supervision of a licensed (registered) nurse or licensed practical nurse. The level or depth of accomplishment of any given competency is as appropriate to the "assisting" role of basic nursing care under supervision of the licensed nurse.

- (1) **Basic technical skills.** The nursing assistant demonstrates basic technical skills, which facilitates an optimal level of functioning for the client, recognizing individual, cultural, and religious diversity.

### **Competencies:**

- (a) Demonstrates proficiency in cardiopulmonary resuscitation (CPR).
- (b) Takes and records vital signs.
- (c) Measures and records height and weight.
- (d) Measures and records fluid and food intake and output of client.
- (e) Recognizes and reports abnormal signs and symptoms of common diseases and conditions.
- (f) Demonstrates sensitivity to client's emotional, social, and mental health needs.

- (g) Makes observations of client's environment to ensure safety and comfort of client.
- (h) Participates in care planning and nursing reporting process.

(2) **Personal care skills.** The nursing assistant demonstrates basic personal care skills.

**Competencies:**

- (a) Assists client with bathing, mouth care, and skin care.
- (b) Assists client with grooming and dressing.
- (c) Provides toileting assistance to client.
- (d) Assists client with eating and hydration.
- (e) Utilizes proper feeding techniques.

(3) **Mental health and social service needs.** The nursing assistant demonstrates the ability to identify the psychosocial characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's disease, and related disorders.

**Competencies:**

- (a) Modifies his/her own behavior in response to the client's behavior.
- (b) Identifies adaptations necessary to accommodate the aging process.
- (c) Provides training in, and the opportunity for, self-care according to clients' capabilities.
- (d) Demonstrates skills supporting client's personal choices.
- (e) Identifies ways to use the client's family as a source of emotional support for the patient.

(4) **Basic restorative services.** The nursing assistant incorporates principles and skills of restorative nursing in providing nursing care.

**Competencies:**

- (a) Demonstrates knowledge and skill in using assistive devices in ambulation, eating, and dressing.
- (b) Demonstrates knowledge and skill in the maintenance of range of motion.
- (c) Demonstrates proper techniques for turning/positioning client in bed and chair.
- (d) Demonstrates proper techniques for transferring client.
- (e) Demonstrates knowledge about methods for meeting the elimination needs of clients.
- (f) Demonstrates knowledge and skill for the care and use of prosthetic devices.

(5) **Clients' rights and promotion of clients' independence.** The nursing assistant demonstrates behavior that maintains and respects clients' rights and promotes clients' independence, regardless of race, religion, life-style, sexual preference, disease process, or ability to pay.

**Competencies:**

- (a) Recognizes that the client has the right to participate in decisions about his/her care.
- (b) Recognizes and respects the clients' need for privacy and maintenance of confidentiality.
- (c) Promotes and respects the client's right to make personal choices to accommodate their needs.
- (d) Reports client's concerns.
- (e) Provides assistance in getting to and participating in activities.
- (f) Provides care of client's personal possessions.
- (g) Provides care, which maintains the client free from abuse, mistreatment or neglect; and reports any instances to appropriate facility staff.
- (h) Maintains the client's environment and care through appropriate nursing assistant behavior so as to minimize the need for physical and chemical restraints.

- (6) **Communication and interpersonal skills.** The nursing assistant uses communication skills effectively in order to function as a member of the nursing team.

**Competencies:**

- (a) Reads, writes, speaks, and understands English at the level necessary for performing duties of the nursing assistant.
- (b) Listens and responds to verbal and nonverbal communication in an appropriate manner.
- (c) Recognizes how one's own behavior influences client's behavior and know resources for obtaining assistance in understanding client's behavior.
- (d) Makes adjustments for client's physical or mental limitations.
- (e) Uses terminology accepted in the health care facility to record and report observations and pertinent information.
- (f) Records and reports observations, actions, and information accurately and timely.
- (g) Demonstrates ability to explain policies and procedures before and during care of the client.

- (7) **Infection control.** The nursing assistant uses procedures and techniques to prevent the spread of microorganisms.

**Competencies:**

- (a) Uses principles of medical asepsis and demonstrates infection control techniques and universal precautions.
- (b) Explains how disease causing microorganisms are spread; lists ways that HIV and Hepatitis B can spread from one person to another.
- (c) Demonstrates knowledge of cleaning agents and methods, which destroy microorganisms on surfaces.

- (8) **Safety/emergency procedures.** The nursing assistant demonstrates the ability to identify and implement safety/emergency procedures.

**Competencies:**

- (a) Provides adequate ventilation, warmth, light, and quiet measures.
- (b) Uses measures that promote comfort, rest, and sleep.
- (c) Promotes clean, orderly, and safe environment and equipment for the client.
- (d) Identifies and utilizes measures for accident prevention.
- (e) Identifies and demonstrates principles of body mechanics.
- (f) Demonstrates proper use of protective devices in care of clients.
- (h) Demonstrates knowledge of fire and disaster procedures.
- (i) Identifies and demonstrates principles of health and sanitation in the service of food.
- (j) Demonstrates the proper use and storage of cleaning agents and other potentially hazardous materials.

- (9) **Rules and regulations knowledge.** The nursing assistant demonstrates knowledge of and is responsive to the laws and regulations, which affect his/her practice including but not limited to: Client abuse and neglect, client complaint procedures, workers right to know, and the Uniform Disciplinary Act.

[Statutory Authority: RCW 18.88A.060, 91-23-077 (Order 214B), § 246-841-400, filed 11/19/91, effective 12/20/91; 91-07-049 (Order 116B), recodified as § 246-841-400, filed 3/18/91, effective 4/18/91. Statutory Authority: RCW 18.88.080, 90-20-018 (Order 091), § 308-173-210, filed 9/21/90, effective 10/22/90.]

**WAC 246-841-405      Nursing assistant delegation.**

- (1) Nursing assistants may perform the following tasks, when delegated by a registered nurse, for residents in certified community residential programs for the developmentally disabled, residents in licensed adult family homes, and to residents of licensed boarding homes contracting to provide assisted living services:
  - (a) Oral and topical medications and ointments;
  - (b) Nose, ear, eye drops, and ointments;
  - (c) Dressing changes and urinary catheterization using clean techniques;
  - (d) Suppositories, enemas, and ostomy care in established and healed condition;
  - (e) Blood glucose monitoring; and
  - (f) Gastrostomy feedings in established and healed condition.
- (2) Any nursing assistant who receives authority to perform such delegated nursing task must, before performing any delegated task:
  - (a) For nursing assistants-registered, complete both the basic caregiver training and core delegation training as established by the department of social and health services.
  - (b) For nursing assistants-certified, complete the core delegation training as established by the department of social and health services.
  - (c) Comply with requirements and protocol established by the nursing care quality assurance commission in WAC 246-840-910 through 246-840-980.
- (3) Any nursing assistant performing a delegated nursing care task pursuant to this section, shall perform the task:
  - (a) Only for the specific resident who was the subject of the delegation;
  - (b) Only with the resident's consent; and
  - (c) In compliance with all requirements and protocols established by the nursing care quality assurance commission in WAC 246-840-910 through 246-840-980.
- (4) A nursing assistant may consent or refuse to consent to perform a delegated nursing care task listed in subsection (1) of this section, and shall be responsible for their own actions with regard to the decision to consent or refuse to consent and the performance of the delegated nursing care task.

[Statutory Authority: Chapter 18.88A RCW. 96-06-029, § 246-841-405, filed 2/28/96, effective 3/30/96.]

**RCW 18.88A.230 Delegation -- Liability – Reprisal or disciplinary action.**

- (1) The nursing assistant shall be accountable for his or her own individual actions in the delegation process. Nursing assistants following written delegation instructions from registered nurses performed in the course of their accurately written, delegated duties shall be immune from liability.
- (2) Nursing assistants shall not be subject to any employer reprisal or disciplinary action by the secretary for refusing to accept delegation of a nursing task based on patient safety issues. No community-based care setting as defined in RCW 18.79.260(3)(d) may discriminate or retaliate in any manner against a person because the person made a complaint or cooperated in the investigation of a complaint.

[2000 c 95 § 2; 1998 c 272 § 11; 1997 c 275 § 6; 1995 1st sp.s. c 18 § 48.]

**Salary Report**

(This data is as of April 2002 from the website: [www.salary.com](http://www.salary.com))

A typical Certified Nursing Assistant working in Washington -- Tacoma earns a median base salary of \$21,013, according to our analysis of data reported by corporate HR departments. Half of the people in this job earn between \$17,366 and \$25,285.

A typical Certified Nursing Assistant working in Washington -- Seattle earns a median base salary of \$21,695, according to our analysis of data reported by corporate HR departments. Half of the people in this job earn between \$17,929 and \$26,105.

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Print Name

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Signature

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Date