



## Physical Requirements:

### Physical Requirements Analysis

Mark all responses using the following codes:

N = Never

O = Occasional, represents 1 to 33% or 1 to 2 hours of an 8 hour workday.

F = Frequently, represents 34 to 66% or 2½ to 5½ hours of an 8 hour workday.

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8 hour workday.

N	O	F	C	<b>PHYSICAL ACTIVITY</b>
_____	X	_____	_____	Walking
_____	X	_____	_____	Sitting/Standing
_____	X	_____	_____	Reaching:                      Shoulder Height
_____	X	_____	_____	Above Shoulder Height
_____	X	_____	_____	Below Shoulder Height
_____	X	_____	_____	Climbing
_____	X	_____	_____	Pulling/Pushing:           25 Pounds or Less
_____	X	_____	_____	25 Pounds to 50 Pounds
_____	X	_____	_____	Over 50 Pounds
_____	X	_____	_____	Lifting:                               25 Pounds or Less
_____	X	_____	_____	25 Pounds to 50 Pounds
_____	X	_____	_____	Over 50 Pounds
_____	X	_____	_____	Carrying:                           25 Pounds or Less
_____	X	_____	_____	25 Pounds to 50 Pounds
_____	X	_____	_____	Over 50 Pounds
_____	X	_____	_____	Crawling/Kneeling
_____	X	_____	_____	Bending/Stooping/Crouching
_____	X	_____	_____	Twisting/Turning
_____	X	_____	_____	Repetitive Movement

### **PHYSICAL EXPOSURE (Mark where applicable with "X")**

_____ Unprotected Heights	_____ X _____ Infectious Diseases
_____ X _____ Lighting:           Bright	_____ Harmful Physical Agents:
_____ X _____                      Dim	Heat/Cold
_____ Mechanical Hazards	_____ X _____ Noise
_____ Hazardous Substances	_____ Ionizing/Non-Ionizing Radiation

### **ACCEPTABLE MINIMUM PHYSICAL REQUIREMENTS**

_____ X _____ Good	_____ Poor	_____ Blind	Vision
_____ X _____ Normal	_____ Impaired	_____ Color Vision	Color Vision
_____ X _____ Normal	_____ Moderate Loss	_____ Deaf	Hearing
_____ X _____ Good	_____ Fair	_____ Poor	Manual Dexterity
_____ X _____ Good	_____ Fair	_____ Mute	Talking/Speech

## JOB DUTIES AND RESPONSIBILITIES

### Organizational:

**Respect** – We demonstrate respect by:

- Employing methods to honor our patients' rights;
- Being sensitive to individual's beliefs and values;
- Treating customers with compassion, courtesy and dignity, and
- Listening effectively and seeking/providing/accepting constructive feedback.

**Accountability** – We hold ourselves and one another accountable by:

- Accepting personal responsibility for own actions as it pertains to patient/customer satisfaction and outcomes;
- Complying with statutes, rules and regulations set by regulatory agencies;
- Being responsible to effectively use resources; and
- Ensuring confidentiality.

**Innovation** – We support a culture of innovation by:

- Striving to be creative;
- Challenging the status quo; and
- Empowering one another to share ideas and think independently.

**Service** – We are committed to quality service by:

- Striving to exceed customer's expectations;
- Being advocates for optimal outcomes;
- Recognizing and responding to the needs of the community;
- Being responsible to the customer's needs while making decisions that are based upon sound, ethical business principles and practices; and
- Caring equally for all.

**Excellence** – We promote excellence by:

- Striving to do the best job;
- Maintaining high standards for self and others;
- Continuing to address performance improvement; and
- Supporting a learning environment.

**Safety** – We are vigilant in our efforts to ensure safety by:

- Supplying ongoing training and education;
- Providing a safe work environment;
- Adhering to and striving to exceed the Healthcare Safety standards; and
- Practicing in a manner that earns community confidence.

## Job Specific:

- Performs basic nursing care and treatments on assigned patients as directed by the RN and reports on procedures and observations. Duties include provision of ADLs and hygiene, passing water, linen, nourishments, feeding patients when required, checking of vital signs, I & O, weight, height, skin condition and elimination.
- Demonstrates sound judgment by taking appropriate actions regarding questionable findings or concerns including investigating and following through on unusual orders or requests for service or information, following proper reporting procedures for actual or potential accidents and/or incidents, reporting the needs for service maintenance or repair of equipment and remove any faulty equipment from service.
- Consistently demonstrates the ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary and rotating shifts.
- Assists in patient admission process and room orientation.
- Answers call lights and respond to requests and needs as appropriate.
- Performs proper patient transfer techniques and assists patients with ambulation using various aids.
- Applies oxygen via NC as directed by an RN.
- Ability to remove saline locks, Foley catheters and performs Bladder scan after competency achieved.
- Performs Accucheck quality control checks and performs patient checks as directed by an RN.
- Monitors patients in regard to safety, including those in restraints.
- Obtains medical records as directed by an RN.
- Night CNAs run the daily department census and exchange charge slips.
- Utilize Infection Control practices by maintaining a cleaning schedule for the utility rooms, refrigerators, and equipment. Clean and restock units on patient discharge.
- Works with patients of all ages, except newborns. Demonstrates knowledge and skills necessary to provide care appropriate to the age of the patient.
- Participates in pain management plan of care for each patient.
- Assists in the orientation/training of new team members and consistently work in a positive and cooperative manner with all staff.
- Participates in annual competencies in Infection Control and Standard Precautions, Fire and Safety, and Patient Rights. Attends department meetings and in-services appropriate for CNAs. Attends required in-service programs, passes required competency tests and participates in continuing education activities and obtains the required contact hours (15 per year).
- Demonstrates knowledge and understanding of all policies and procedures and ability to reference them from appropriate books and manuals.

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Approval Signatures:

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Vice President

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