



State Operated  
Healthcare Facilities  
HEALTH AND HUMAN SERVICES

Approved Classification	
Effective Date	
Analyst	
FLSA Status	

**OFFICE OF STATE PERSONNEL  
POSITION DESCRIPTION FORM**

Name of Employee	Present University or Beacon Position Number / Proposed Number												
Present Classification Title / Salary Grade Health Care Technician I / GN04	Proposed Classification Title / Salary Grade												
Usual Working Title of Position Certified Nursing Assistant	Department, University, Agency or Commission Department of Health and Human Services												
Institution / Division Broughton Hospital	Section / Unit												
Street Address, City and County 1000 South Sterling Street, Morganton, Burke	Location of Workplace, Building and Room Number												
Name of Immediate Supervisor	Supervisor's Position Title and Number												
Work Schedule ( <i>i.e. Monday-Friday, rotating shifts, etc.</i> ) Weekdays and every other weekend, flexibility required based on overall hospital needs. Regular attendance and punctuality are essential functions of this position.	Work Hours ( <i>i.e. 8:00 am-5:00 pm, etc.</i> ) Work Week – (shift hours) and every other weekend  <table border="0"> <tr> <td><u>8 hour shift</u></td> <td></td> <td><u>12 hour shift</u></td> </tr> <tr> <td>First shift</td> <td>0700 – 1530</td> <td>7am - 7pm</td> </tr> <tr> <td>Second shift</td> <td>1500 – 2330</td> <td>7pm - 7am</td> </tr> <tr> <td>Third shift</td> <td>2300 – 0730</td> <td>11 am – 11pm</td> </tr> </table>	<u>8 hour shift</u>		<u>12 hour shift</u>	First shift	0700 – 1530	7am - 7pm	Second shift	1500 – 2330	7pm - 7am	Third shift	2300 – 0730	11 am – 11pm
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<p><b>Primary Purpose of the Organizational Unit</b> The primary purpose of Broughton Hospital, a state-owned and operated psychiatric hospital, is to admit, evaluate and treat those persons with mental illness. Also, the hospital maintains a safe, humane, and therapeutic environment in which patient's rights, individuality and dignity are respected. Broughton Hospital serves the 37 western-most counties of North Carolina.</p> <p>Broughton Hospital has an operating capacity of 297 beds and two service areas, Adult Services and Specialty Services. Adult Services provides recovery-oriented care for individuals ranging from 18 years of age throughout adulthood. Specialty Services provides recovery-oriented care to our adolescent, deaf, and geriatric populations. Additionally, Specialty Services has a medical unit, providing specialize care to those needing focused medical care.</p> <p>The primary purpose of each service area is to admit, diagnose and treat persons with psychiatric disorders in a holistic manner using a multidisciplinary team approach, to restore them to optimal levels of functioning and return them to the community.</p>													

**Primary Purpose of the Position**

This position is responsible for performing a variety of skilled health care services and quality care for the welfare, safety and security for individuals in state psychiatric hospitals. Persons in this position implement specific goals and stay current in the assigned individual's comprehensive, person-centered plan of care. Employees train and assist individuals in activities of daily living, redirect inappropriate behaviors in an age-appropriate manner. Work involves patient care contact on a unit within a service area and is performed under the direction and supervision of a Registered Nurse. This position also provides ongoing observation, interaction, and feedback of our patient population to the Registered Nurse and other professional members of the assigned treatment team.

**Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified**

None

%	<b>Description of Work</b> <i>Describe in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function as defined by the Americans with Disabilities Act.</i>
25%	<p><b>*Patient Interactions and Interventions</b></p> <ol style="list-style-type: none"> <li>1. Takes measures to provide a therapeutic environment.               <ol style="list-style-type: none"> <li>a. Provides privacy, monitors and assists patients in maintaining individual living area.</li> <li>b. Encourages and assists patients in displaying personal belongings to promote a homelike environment.</li> <li>c. Encourages and assists patients to decorate living area.</li> <li>d. Promotes reality orientation.</li> </ol> </li> <li>2. Demonstrates a caring, accepting attitude and spending time with assigned patients consistently, and encouraging patient to express feelings. Listens attentively and responds courteously and therapeutically.</li> <li>3. Assists with admissions, orienting new patients to unit, explaining unit routine and schedules. Explains Patient's Rights.</li> <li>4. Participates as treatment member, sharing information and observations of the patient with other team members.</li> <li>5. Carries out those patient care responsibilities that are based on Nursing Care Plan/Treatment Plan (restorative care) and assigned by the licensed nursing staff.</li> <li>6. Prepares patient for scheduled activities and escorts to appointments/trips as assigned.</li> <li>7. Initiates and implements service area activities for patients, to provide exercise, recreation, and socialization, taking into consideration the patient's level of functioning and interests.</li> <li>8. Prepares patients for transfers, visits, and discharges.</li> <li>9. Implements structured interventions for psychiatric behaviors based on Nursing Care Plan (e.g., reality orientation for confused patients, involving depressed patients, etc.), and participates with structured groups planned by RN for patients (e.g., re-motivation, self-help skills, etc.).</li> <li>10. Obtains and maintains certification in Crisis Prevention Institute (CPI). Utilizes techniques as applicable during patient interactions and interventions (i.e. recognizing early signs of psychiatric agitation and takes therapeutic measures to decrease escalating agitation).</li> <li>11. Utilizes seclusion and restraint techniques following policy and procedures.</li> <li>12. Provides supervision of patients on Safety Precautions according to policy and procedures.</li> </ol>
20%	<p><b>*Personal Care of Patient</b></p> <ol style="list-style-type: none"> <li>1. The HCT I is responsible for assisting assigned patients with activities of daily living with respect and an understanding of patient rights. The tasks include but are not limited to the following:               <ol style="list-style-type: none"> <li>a. Performs or assists with tooth brushing and oral care.</li> <li>b. Bathes or assists with bathing according to patient needs, providing for safety and privacy.</li> <li>c. Washes and arranges hair to promote clean, healthy appearance and increase</li> </ol> </li> </ol>

	<p>self-esteem.</p> <ul style="list-style-type: none"> <li>d. Shaves or assists with shaving following policy and procedure, maintaining vigilance regarding safety.</li> <li>e. Trims and cleans nails as assigned by licensed nursing staff.</li> <li>f. Feeds or assists with feeding using proper feeding techniques, and monitors food and fluid intake, noting excessive/inadequate intake.</li> <li>g. Monitors patient's elimination daily, assisting with toileting as needed and assigned by licensed nursing staff.</li> <li>h. Observes for skin integrity and provides skin care to prevent skin breakdown, as well as assisting licensed nursing staff with changing dressings.</li> </ul> <p>2. Maintains adequate supply of patient's personal clothing:</p> <ul style="list-style-type: none"> <li>a. Checks personal clothing by listing and marking clothing received by patients.</li> <li>b. Assists patients with care, laundering and storing of personal clothing and items appropriately.</li> <li>c. Assists patients with choosing clothing that is appropriate and with actual dressing as needed.</li> </ul>
<p>20%</p>	<p><b><u>*Health Related Duties as Assigned by the Registered Nurse</u></b></p> <ul style="list-style-type: none"> <li>1. Performs basic health care procedures such as taking vital signs and weights, assisting with ambulating, proper body alignment, and range of motion exercises.</li> <li>2. Collects urine and stool specimens, labels container and requisition form correctly following policy and procedure.</li> <li>3. Responds to psychiatric and medical emergencies appropriately.</li> <li>4. Assists with physical examination, providing privacy.</li> <li>5. Assists with transfer and lifting of patients, turning and positioning bed patients in correct body alignment.</li> </ul>
<p>15%</p>	<p><b><u>*Documentation and Communication</u></b></p> <ul style="list-style-type: none"> <li>1. Documents/reports patient care, behavior changes, and participation in therapeutic activities within specified timeframe.</li> <li>2. Records information on patient flow sheets, such as vital signs, intake and output, and patient behaviors in accordance with specified timeframes.</li> <li>3. Communicates all pertinent information regarding patient status, unit management issues to licensed nursing staff within an appropriate timeframe and shift change.</li> <li>4. Utilizes databases pertinent to daily operations as assigned.</li> <li>5. Maintains confidentiality as outlined by Health Insurance Portability and Accountability Act (HIPAA) and hospital policy and procedures.</li> </ul>
<p>10%</p>	<p><b><u>*Therapeutic Safe Environment</u></b></p> <ul style="list-style-type: none"> <li>1. Takes precautions to ensure safe environment:             <ul style="list-style-type: none"> <li>a. Maintains security of unit by keeping required doors locked.</li> <li>b. Monitors for and reports unsafe, broken or hazardous equipment/furniture.</li> <li>c. Keeps floors free of spills, unsafe objects.</li> <li>d. Ensures that smoking regulations are followed.</li> <li>e. Participates in fire drills.</li> <li>f. Accounts for, properly store and dispose of any sharp objects and cleaning supplies.</li> </ul> </li> <li>2. Follows infection control guidelines per policy and procedures:             <ul style="list-style-type: none"> <li>a. Monitors standard precautions/isolation procedures for patient compliance.</li> <li>b. Disposes of soiled linen and waste according to policy.</li> <li>c. Performs housekeeping duties assigned for the shift according to service area needs (e.g., makes beds, empties trash, cleans refrigerators, etc.).</li> <li>d. Follows hospital guidelines for cleaning disinfecting environment, furniture, equipment, etc.</li> </ul> </li> <li>3. Ensures accountability for patients:             <ul style="list-style-type: none"> <li>a. Carries out scheduled rounds (routine checks) and documents.</li> <li>b. Carries out hospital policies and maintains appropriate vigilance for patients on all high-risk procedures/precautions.</li> </ul> </li> </ul>

5%	<p><b>*Working Relations</b></p> <ol style="list-style-type: none"> <li>1. Follows work schedule and leave policy. <ol style="list-style-type: none"> <li>a. Reports to work on time and is ready for shift report at designated time.</li> <li>b. Follows procedure for giving advance notice for absence/tardiness.</li> <li>c. Schedules vacation time in advance.</li> <li>d. Follows hospital policy relating to absent time.</li> </ol> </li> <li>2. Follows dress code: <ol style="list-style-type: none"> <li>a. Observes hospital and/or service area dress code.</li> <li>b. Serves as role model for patients in grooming and hygiene.</li> </ol> </li> <li>3. Interpersonal relationships: <ol style="list-style-type: none"> <li>a. Relates to staff and patients in a courteous/cooperative manner.</li> <li>b. Follows appropriate channels of communication.</li> <li>c. Accepts assignments/change of assignments without disruption and with positive attitude.</li> <li>d. Provides direction to families and visitors in courteous manner.</li> </ol> </li> </ol>		
5%	<p><b>*Other Duties</b></p> <ol style="list-style-type: none"> <li>1. Other duties as assigned by nursing supervisors.</li> </ol>		
<p><b>Competencies, Knowledge, Skills and Abilities Required in this Position</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of a variety of psychiatric, intellectual disabilities, medical and/or other related conditions.</li> <li>• Basic knowledge of teaching strategies and positive behavior support for people with severe cognitive deficits.</li> <li>• Basic knowledge of nurse aide skills.</li> <li>• General knowledge of dietetics, sanitation and personal hygiene.</li> <li>• General knowledge of nursing methods and techniques in caring for medical, surgical and mentally ill patients.</li> <li>• Ability to follow treatment plans and/or clinical orders.</li> <li>• Ability to provide personal care and treatments for patients.</li> <li>• Ability to work independently and as a member of a team.</li> <li>• Ability to communicate effectively with individuals, staff and others.</li> <li>• Ability to maintain professional and even-tempered demeanor and work relationships.</li> <li>• Ability to learn behavior management and supportive counseling techniques.</li> <li>• Ability to communicate observations and recommendations effectively in written and verbal form.</li> <li>• Ability to observe patients and make written and oral reports.</li> </ul>			
<p><b>Education and Experience Required</b> <i>What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?</i>  High school or General Educational Development diploma; or an equivalent combination of education and experience.</p>			
<p><b>License or Certification Required by Statute or Regulation:</b> <i>Is a license or certificate required? What kind and type?</i></p> <p>As required, listing as a Nurse Aide I by the North Carolina Division of Health Service Regulation. As applicable, listing as a Nurse Aide II by the North Carolina Board of Nursing. As applicable, North Carolina Emergency Medical Technician (EMT) certification.</p>			
Employee's Signature/Title	Date	Supervisor's Signature/Title	Date
_____	_____	_____	_____