

Bishop Drumm's Lead CNA career path program.

Starts here.

Policy

Nursing Assistants actively employed for one or more years may submit a written letter of interest expressing their desire to participate in the program. The letter should include why the nursing assistant is interested in the position and why they believe they should be selected. Selected employees will be offered the opportunity to complete the necessary requirements to achieve successful completion of the Lead CNA Career Path Program.

Purpose

The purpose of the Career Path Program is to provide an opportunity for personal and professional growth that could lead to advancement for dedicated employees.

Procedures: Nursing assistants eligible to participate in the program will begin at Level I and progress through all established levels through completion. Nursing Assistants who complete the entire program may become Lead CNA's, and receive additional compensation for the added responsibilities of the new position. The Lead CNA will be evaluated based on feedback received from surveys completed by new employees they have mentored during the new employee orientation period. In order to maintain the role of Lead CNA, the employee must continue to

be in good standing, complete nursing assistant competencies, maintain CPR and First Aid certification, score a "Meets Expectations" or better on their annual evaluation, and receive positive feedback on the orientation survey from new employees. Additional procedures include:

1. The Staff Development Nurse, ADON or DON will oversee the program and provide the required training to CNA's eligible to participate in the program.
2. Candidates interested in participating must submit a letter of interest and will be interviewed by the Director of Nursing and the Administrator as part of the selection process.
3. Each campus may have one Lead CNA per shift per day.
4. An increase in rate of pay of \$1.00 per hour will be provided upon successful completion of the first three levels of the program.

5. An increase in rate of pay of an additional \$1.00 per hour and promotion to Lead CNA will be provided upon successful completion of the entire program.
6. The Lead CNA will be a direct report to the ADON or DON.

Level I:

All Nursing Assistants will automatically start at level I regardless of years of experience. Minimum qualifications: have maintained a good employment record, have required qualifications for the position. To advance to next levels, nursing assistants must be in current position for one or more years.

Level II:

To achieve Level II status the following requirements must be met:

1. Employment in good standing for one or more years with CHI Living Communities without recent corrective actions or attendance issues.
2. Positive work ethic and demeanor, team-player, responsive to resident and co-workers needs.
3. Timely completion of all education modules and pass all tests with minimum 80% or higher.
4. Demonstrate advanced skills and successful completion of Nursing Assistant competencies.
5. Demonstrate excellent communication and interpersonal skills.
6. Scores of "Meets Expectations" or better on evaluations.
7. Attend Career Path Program Classes.
8. Complete and pass the CPR and First Aid Courses.
9. Model servant leadership while performing job responsibilities.

At Level II Nursing Assistants may perform the following functions:

1. Staff position as Nursing Assistant providing direct resident care.

Level III:

To achieve Level III status the following requirements must be met:

1. Successful completion of Level II with continued employment in good standing for one or more years with CHI Living Communities
2. Complete all education modules and pass all tests with a score of 80% or higher.
3. Attend Interview Techniques class and successfully demonstrate behavior based interviewing skills.
4. Complete Restorative Aide training and successfully demonstrate skills through competencies.
5. Maintain CNA, CPR, and First Aid certifications in good standing.
6. Model servant leadership.

At Level III Nursing Assistants may perform the following functions:

1. Staff position as Nursing Assistant providing direct resident care.
2. Provide guidance to Nursing Assistants regarding Restorative Aide skills.
3. Coordinate resident care with clinical team and provide support to new Nursing Assistants.
4. Use enhanced knowledge to promote quality care and employee engagement.
5. May participate in peer interviewing process for selection of Nursing Assistants.

Level IV:

To achieve Level IV status the following requirements must be met:

1. Successful completion of Level III with continued employment in good standing for one or more years with CHI Living Communities
2. Demonstrate the ability to teach new employees.
3. Maintain CNA, CPR and First Aid certifications in good standing.
4. Complete supervisor/coach/mentor training classes.
5. Have signed Lead CNA agreement.

At Level IV Nursing Assistants may perform the following functions:

1. Staff position as Nursing Assistant providing direct resident care.
2. Provide Restorative Aide training to new Nursing Assistants
3. As coordinated by the nurse supervisor, the CNA Team Leader responsibilities include educating CNA's on best practices for lifting techniques, hygiene care practices, identifying safety concerns, etc.
4. Provide mentorship to new nursing assistants as well as others who may need guidance.
5. Member of peer interview panel for selection of Nursing Assistants.
6. Serve as a Champion for superior resident/guest experiences through best customer service and hospitality practices and attends Care Conferences as needed.
7. Assist with implementation of the Guardian Angel Program.
8. Foster a positive organizational culture with harmony, cooperation, and unity to ensure the work environment aligns with our values.
9. Provide assistance with CNA/RA in-service training and coordinate CNA assignments with an efficient, synergistic, team-based approach.
10. Function as a bridge between CNA's, HA's and supervisors.
11. Other duties as assigned.

Grow your skills, increase your pay, make a difference. Are you ready to take the next step towards leadership and make a difference in the lives of our residents? Join our Lead CNA career path program today.