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**MEMORIAL HOSPITAL OF LAFAYETTE COUNTY**  
**800 Clay Street – Darlington, WI 53530**

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**JOB TITLE:** Health Unit Coordinator/Certified Nursing Assistant – HUC/CNA  
**Reports to:** Registered Nurse, Licensed Practical Nurse or Nurse Technician II  
**Supervisory Responsibilities:** None

**Educational Requirements:**

- High School diploma or equivalent
- CPR Certification
- Graduate of the Medical Assistant Course
- Active Certified Nursing Assistant Certification
- Demonstrates personal and professional integrity.

**Position Summary:**

- Responsible for unit-phone management, order entry, and coordinating the flow of information into the electronic health record.
- Provides direct patient care under the direct supervision of the Registered Nurse, Licensed Practical Nurse or Nurse Technician.

**Essential Functions:**

**MHLC Values Expectations/Responsibilities:**

- Ability to follow the disciplines as documented in the Memorial Hospital and Primary Care Clinics Code of Conduct.
- Ability to follow the disciplines as documented in the Confidentiality and Information Access Agreement.

**Position Qualifications:**

- Demonstrates professional responsibility in the Health Unit Coordinator role.
- Ability to perform routine Certified Nursing Assistant functions in a safe and professional manner.
- Proficient in the understanding of Medical Terminology.
- Proficient in MHLC Electronic Health Record System, both registration and clinical functions.

- Responsible for the monitoring of security cameras.
- Proficient in the coordination of flow of ER patients from admission to discharge.
- Proficient in obtaining patient vital signs
- Proficient in the performance of glucoscans
- Proficient in the collection of Urine Specimens.
- Proficient in admission procedures
- Proficient in surgical preparations procedures
- Proficient in post-operative procedures
- Proficient in transcribing orders
- Proficient in transfer procedures
- Proficient in postmortem procedures
- Proficient in the performance of routine Unit Coordinator tasks
- Proficient in Computer skills.
- Ability to create an environment that fosters professional behavior
- Other duties as deemed appropriate and assigned

### **Physical Demands**

- Full range of body motion and dexterity to allow for the significant handling, transferring, pushing/pulling, and lifting of materials and equipment.
- Ability to lift, carry, push or pull up to 50 pounds
- Ability to demonstrate independent mobility
- Ability to sit or stand for extended periods of time
- Ability to demonstrate hand-eye coordination, finger dexterity, odor, color, and texture perception and discrimination.
- Ability to demonstrate functional visual ability and depth perception and discrimination
- Ability to demonstrate functional sound perception and discrimination
- Ability to demonstrate functional verbal speech ability
- Ability to bend, twist, exhibit good balance, reach at or above/below shoulder level
- Ability to kneel and climb
- Ability to wear gloves and other protective equipment
- Ability to work irregular hours

### **Working Conditions**

- Exposure to disagreeable odors, communicable diseases, and bodily fluids
- Exposure to chemical compounds of medications and treatments
- Exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to noise and distraction
- Exposure to unpredictable behaviors

**Equipment Used**

- Ability to use office equipment such as telephone, copy machine, fax, paging system, computer, and printer
- Ability to use nursing equipment such as infusion pumps, suction machines, oxygen delivery systems, lifts, and other transfer devices, data-scopes, and heart monitors.

**Employee Responsibility in an Emergency:**

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

**Management Statement:**

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the **Health Unit Coordinator/Certified Nursing Assistant – HUC/CNA** job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

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*Employee Signature*

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*Date*

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*Supervisory Signature*

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*Date*

Updated: June 16, 2017 / October 30, 2020