

CNA CAREER LADDER

Example from Nottingham Rehab

PURPOSE:

*The purpose of the C.N.A. Career Ladder is to motivate and **energize our C.N.A.s, build morale, promote accountability, and improve training and retention.** The Ladder will help C.N.A.s grow within their current role by expanding their knowledge base, increasing their responsibility, and sustaining accountability. Not only will this help Improve Lives and Exceed the Expectations of our staff but the positive modifications will benefit our residents as well!*

If the facility hires a C.N.A. with 2+ years of outside experience the 6 month and 1-year time frames may be waived as the applicant completes the other position requirements.

In the event a C.N.A. does not sustain In-Service or Disciplinary requirements the facility may choose to move the C.N.A. back to their previous level with a corresponding loss in pay.

CNA CAREER LADDER

C.N.A. 1	<p>All new hires will be hired in as a C.N.A. 1.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • CNA Certificate • Registry Verified • Complete the Versatile Worker Training
C.N.A. 2	<p>After 6 months of employment, any C.N.A. 1 can request promotion to the position of C.N.A. 2. The C.N.A. 1 must complete the application for C.N.A. 2, meet the requirements for the position, and have the application endorsed by their charge nurse and unit manager.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Completed 6 months of employment • Complete and endorsed C.N.A, 2 Application • Completed ILEE Training • No Written Warnings • 90% Attendance to all required In-Service Meetings
C.N.A. 3	<p>After 1 year of employment, any C.N.A. 2 can request promotion of C.N.A. 3. The C.N.A. 2 must complete the application for C.N.A. 3, meet the requirements for the position, and have the application endorsed by their charge nurse and unit manager.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Completed 1 year of employment • Completed 10 Hours of LTC CEUS with certificates or proof of participation <ul style="list-style-type: none"> ◦ (Medline U, Relias, KHCA, Other Approved) • Cross Trained in One Area (Housekeeping, Dietary, Restorative, Activities) • No Written Warnings in the last 6 months • 90% Attendance to all required In-Service Meetings
C.N.A. 4	<p>C.N.A. 4s will advertise positions and hire only as needed. C.N.A. 4s will be expected to work as preceptors for new hires in addition to serving as role models for their fellow C.N.A.s and thus must be exemplary employees. You must be a C.N.A. 3 to apply for a C.N.A. 4 position. In rare instances, the facility may hire a C.N.A. 4 from the outside. In those instances, the C.N.A. must have 3 years' experience as a C.N.A. including in the role of a trainer or preceptor.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Hired as needed • Actively works as a Preceptor • Must complete Preceptor Training within 6 months of promotion into C.N.A 4 role. • No written warnings in the last 6 months • 90 % Attendance to all required In-service Meetings