

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38001</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>10</b>
<b>Workers Comp Code:</b>	<b>8829</b>		

<b>Job Code Established:</b>	<b>01/07/02</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>07/02/03</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>11/21/05</b>	<b>Effective Date:</b>	<b>11/05/05</b>

**JOB CODE SERIES:** Medical and Dental Services Series

**JOB CODE TITLE:** NURSING ASSISTANT

**HRIS TITLE:** NRSR ASST

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a physician or a higher level professional nurse. Has the authority to perform para-professional nursing care and treatment services as prescribed assigned and attended over by doctor and/or professional nursing staff. Performs para-professional nursing duties; maintains cleanliness and order in work setting; takes vital signs; performs simple clinical tests; maintains medical charts and related records; performs simple medical treatments as authorized and assigned. Work product consists of all assigned tasks completed; patients and professional medical staff receiving required support and services. Responsible for carrying out all assigned nursing care and treatment services in prescribed and efficient manner; providing a safe, therapeutic and hygienic environment.

**EXAMPLES OF DUTIES:** Assists infirm patients in walking. Drives vehicle to transport residents to various sites in the community for doctors' and/or laboratory appointments; delivers and picks up lab specimens, x-rays, prescriptions; maintains vehicle as prescribed. Bathes non-ambulatory and handicapped patients. Assists patients with motion exercises, under directions of medical or rehabilitation staff. Manually feeds non-ambulatory and handicapped residents or patients. Takes and determines vital signs; records on medical chart; observes and reports any unusual condition or responses of residents. Applies and changes necessary bags or other equipment to ileostomy or colostomy patients. Cleans patient, and replaces patient's bed clothing and bed linens after patient has soiled self or bed by vomiting, incontinence or in other manner. Restrains or assists in restraining violent or convulsive patient. Administers enemas to patients. Lifts non-ambulatory residents to and from wheelchair. Lifts and repositions patients. Changes dressings on surgical (or other) wounds. Administers back rubs and massages to patients. Notes and reports to proper authorities and scalp, ear or facial injury or disorder seen during routine grooming operations. Attends periodic workshops or training sessions to improve working knowledge and skills at elementary working level in work system. Reads and studies instructional or informational material in order to increase and expand knowledge base at elementary working level in the work system. Performs related work as required.

**WORK CONDITIONS:** May experience mental and emotional stresses working with persons with varying degrees of physical and psychological disorders.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles, practices and techniques of paraprofessional nursing care, treatment and services appropriate to the work setting; State and agency laws and regulations governing para-professional nursing practices; practices and procedures for using medical equipment in assigned duties; practices and procedures established for the work environment; practices and techniques applied in maintaining a safe, orderly, therapeutic and hygienic environment.

**Skill in:** applying methods and techniques of paraprofessional nursing practices; using and maintaining medical equipment; applying methods and techniques in maintaining a safe, orderly, therapeutic and hygienic environment; recording, maintaining, filing and retrieving medical records.

**Ability to:** apply and interpret State and agency laws and regulations governing paraprofessional nursing practices; communicate verbally and in writing; establish and maintain effective work relationships.

**SPECIAL SELECTION FACTORS:** Requires ability to pass a post-offer physical exam. Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.