

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38002</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>ASRCNAPOL</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>01</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>12/18/98</b>	<b>Effective Date:</b>	<b>12/18/98</b>
<b>Job Code Revised:</b>	<b>9/25/07</b>	<b>Effective Date:</b>	<b>9/25/07</b>

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

**JOB CODE TITLE:** NURSING ASSISTANT – POOL

**HRIS TITLE:** NRSNG ASST POOL

**NOTE:** This is a seasonal class. It is not to be filled with permanent positions.

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of licensed professional nurse. Has the authority to perform para-professional nursing care and treatment services assigned by a licensed nurse. 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/or residents and licensed nursing staff receiving required support and services. Responsible for carrying out all assigned nursing care and treatment services in a prescribed and efficient manner; providing a safe, therapeutic and hygienic environment.

**EXAMPLES OF DUTIES:** Assists infirm patients in walking. Bathes non-ambulatory and handicapped patients/residents. Assists patients/residents with motion exercises, under direction of medical or rehabilitation staff. Manually feeds non-ambulatory and handicapped residents or patients/residents. Takes and determines vital signs. Records on medical chart; observes and reports any unusual condition or responses of patients/residents. Applies and changes necessary bags or other equipment to ileostomy or colostomy patients. Cleans patients/residents, and replaces soiled bed clothing and bed linens. Implements behavioral strategies for violent patients. Assists convulsive patients and/or residents in protective positioning as appropriate. Lifts non-ambulatory residents to and from wheelchair; lifts and repositions patients and/or residents. Administers back rubs and massages to patients/residents. Observes records and reports to licensed nurse all symptoms, reactions, and changes in condition. Attends periodic workshops or training sessions to improve working knowledge and skills. Attends work unit staff meetings; gives and receives information; participates in problem-solving and decision-making. 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 paraprofessional nursing practices; practices and procedures for using medical equipment, materials and supplies 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, materials and supplies; 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 Nursing Assistant Rules; State and agency laws and regulations governing paraprofessional nursing practices; communicate verbally and in writing; establish and maintain effective work relationships.

**SPECIAL SELECTION FACTORS:** Some positions require valid Arizona State Board of Nursing Certified Nursing Assistant certification. Some positions require that a finger print clearance card be obtained by the AZ Dept of Public Safety. Requires the ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.