

Unit 1 Lesson 1 - Sample Job Description 2

Job Code/Title: T024 / NURSING ASSISTANT/CERTIFIED

Grade: 06

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:

Under general supervision in an inpatient/hospital setting, provides direct patient care and related support, including patient education and counseling, and selected outreach services.

DUTIES AND RESPONSIBILITIES:

1. Assists with direct patient care procedures and related tasks; checks in patients, assists in obtaining patient histories, takes vital signs, prepares charts, and assists with medical examinations.
2. Performs routine specialized procedures, such as venipuncture, catheterization, and sterile dressing changes under established protocols.
3. Maintains stocks of medicines and medical supplies as necessary.
4. Interviews and reviews patients for financial status, as appropriate.
5. Educates and advises patients on specified medical issues within established parameters.
6. May perform specialized procedures, such as processing of lab specimens, antibody screening, and colonoscopies, under strict protocol and procedural guidelines.
7. May coordinate office activities and perform a range of accounting and administrative functions in support of unit activities; may oversee student employees in specified tasks.
8. Practices safety, environmental, and/or infection control methods.
9. May recruit patients for studies and may participate in outreach clinical activities as required.
10. Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

High school diploma or GED; at least 1 year of experience that is directly related to the duties and responsibilities specified.

Certified Nursing Assistant (CNA) or Certified Nursing Technician (CNT).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of patient care charts and patient histories.
- Interviewing skills.
- Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
- Ability to perform standard clinical procedures according to established protocols.
- Knowledge of related accreditation and certification requirements.
- Knowledge of patient evaluation and triage procedures.
- Ability to perform routine invasive procedures, such as venipuncture and catheterization, in accordance with established clinical protocol.
- Ability to maintain quality, safety, and/or infection control standards.
- Knowledge of inventory management practices.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical examination/medical history check.
- May be required to submit to annual TB and rubella screening.
- UNX will provide Hepatitis vaccination, candidate may decline vaccination through declination form or may provide record of vaccination from previous employer.
- CPR Certified
- This position is represented by a labor union and is subject to the terms and conditions of the CWA Collective Bargaining Agreement.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.

The University of xxxxxxxx provides all training required by OSHA to ensure employee safety.