

Code: 4110

Title: NURSING ASSISTANT - UNCERTIFIED

SUMMARY: Under immediate supervision and while undergoing training, provides basic nursing services in bedside care and/or clinic situations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Transports patients, supplies and runs errands;
Performs basic hygiene and skin care for patients such as shaving, combing hair, brushing teeth and trimming nails;
Takes, measures and documents vital signs, heights and weights, intake and output, etc.
Makes beds and performs light housekeeping duties to supplement institutional housekeeping staff;
May perform routine documentation duties such as basic report preparation.

Personal Hygiene Duties: *[Note: Employees who are not certified as Nursing Assistants at the time of appointment will be restricted to performing only those duties listed below under the guidance of a certified trained Nursing Assistant].*

Assists licensed health care professionals in performing various treatments including physical and social therapy programs by moving, positioning and ambulating patients;
Bathes patients and gives lotion rubs;
Assists with feeding;
Administers non-prescription enemas and douches.

KNOWLEDGE & SKILLS:

Knowledge of:

- safety precautions used in patient transportation;
- principles and practices of basic home health functions;
- personal hygiene and housekeeping techniques;
- human anatomy including dental anatomy;
- basic arithmetic concepts.

Skill in:

- performing basic uncertified nursing services, to include light housekeeping, nutritional and personal care services;
- communicating in English both orally and in writing;
- performing mathematical computations;
- maintaining records.

MINIMUM QUALIFICATIONS:

Successful completion of a Nursing Assistant course from an accredited college, university, community college or vocational/educational school. [A copy of course completion certification, diploma or transcript must be attached to the completed application form to be considered for vacancies in this classification.]

NOTE: *Applicants who are already certified as a Certified Nursing Assistant [CNA] by the Arizona Board*

of Nursing are not eligible for positions in this classification.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Driver's License of an appropriate category may be required for some positions. Prior to completion of initial probation, employees must qualify for and receive Arizona state certification as a Certified Nursing Assistant (CNA); failure to receive such certification may be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. Hepatitis B vaccine, requisite training and safety equipment will be provided. All positions require the ability to read and communicate in the English language; some positions may require demonstrable fluency in English and a second language, as determined by the Department. Failure or inability to receive Arizona certification as a Certified Nursing Assistant (CNA) prior to completion of initial probation may be grounds for termination.

Physical/Sensory Requirements: The ability to independently and routinely lift and maneuver patients and equipment of various weights and sizes for distances or periods of time according to prescribed procedures or therapies. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

01/06/99(cw)
Updated 12/03/02(fn)