

Code: 4111

Title: NURSING ASSISTANT - CERTIFIED

**SUMMARY:** Provides basic nursing services in bedside care and clinic situations under the supervision of a licensed health care professional.

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

Assists licensed health care professionals in performing various treatments including physical and social therapy programs such as moving and positioning patients;  
Performs capillary finger punctures and records results in patient's medical records;  
Answers signal lights or intercom systems to determine patient needs;  
Assists patients with activities of daily living as described in the care plan such as bathing, dressing and giving lotion rubs;  
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, weights, intakes and outputs;  
Assists with feeding patients;  
Administers non-medicated enemas and douches;  
Documents in medical records all observations and care provided to patients;  
Transports patients within the facility, during discharge and to clinics;  
Performs light housekeeping duties and makes beds;  
May perform routine clerical duties such as basic report preparation;  
May stock supplies and inventory and label patient's personal items.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- basic medical terminology;
- principles and practices of basic medical care;
- basic medical equipment and procedures;
- patient hygiene and housekeeping techniques.

Skill in:

- physical transfer, maneuvering and transporting patients;
- performing capillary finger punctures and recording results;
- following written and oral instructions;
- establishing and maintaining effective relationships with patients, supervisors and health care professionals;
- providing personal care and light housekeeping services;
- taking, measuring and documenting vital signs, heights, weights, inputs and outputs;
- keeping simple clinical records;
- communicating effectively with patients, supervisors, health care professionals, and family members.

**MINIMUM QUALIFICATIONS:**

Current certification as a Nursing Assistant by the Arizona Board of Nursing.

OTHER REQUIREMENTS:

Licenses and Certificates: Current certification as a Nursing Assistant by the Arizona Board of Nursing and CPR certification (healthcare provider level) from an accredited certifying body is required at the time of appointment. Maintaining current certification as both a Nursing Assistant and in CPR is required as a condition of employment. Failure to maintain such certification shall be grounds for termination. Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment or prior to end of initial/promotion probation.

Physical/Sensory Requirements: All positions within this classification are required to move and manipulate patients and/or equipment of various weights and sizes, or stand for extended periods of time. Specific physical and sensory abilities will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

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.