

## JUNIOR NURSING AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of nursing personnel in charge of the unit, an incumbent of this class assists with nursing care of patients. Responsibilities include basic patient care involving personal care and treatment of the patients. Work involves shift rotation. Incumbents are given training in basic nursing aide skills. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Obtains urine, sputum, stool, fractional urine and 24 hour urine specimens, and performs hemocult and sugar and acetone tests;

Takes and records patient temperatures, pulse, respiration and blood pressures;

Assists in escorting patients to and from diagnostic tests and therapeutic services;

Gives physical care to patients who are completely dependent or partially dependent in meeting personal hygiene needs;

Assists with food service to patients;

Maintains general cleanliness of physical area;

Monitors and records patients' fluid intake and output;

Witnesses operative permits;

Provides patients with various treatments such as enemas, sponge baths, application of heat and cold and naso-gastric feedings;

Assists with the admission, transfer and discharge of patients;

Reports and records patient responses on patient charts and in care planning conference;

Participates in all classes, conferences and workshops as assigned.

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Interest in working with hospital patients; ability to work well with others; ability to read and write; ability to follow oral and written instructions; tact; neatness; and physical conditions commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum requirements for this position.