

SPECIAL ATTENDANT III

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of professional nursing staff, this position is responsible for basic patient care service including personal care and treatment of the residents and patients of the Ruth Taylor Institute and reporting and recording of patient responses. This class represents the highest level of trained and experienced worker in this series. Work is subject to shift assignment. Partial supervision may be exercised or assigned over subordinates in this series with respect to the completion or quality of work assigned or for temporary on-the-job training purposes. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

A. Is responsible for the general cleanliness and appearance of the following areas:

1. Patients' unit including movable furniture and equipment;
2. Patients' bathrooms;
3. Linen cart, storage, utility and medication rooms;
4. Sinks/sanitizers;
5. Miscellaneous items such as soap dispensers, paper supplies, (towels and toilet paper);
6. Cubical curtains and laundry bags: change as necessary.

B. Assists with food service to patients:

1. Refills water pitchers;
2. Prepares patients for meals;
3. Serves and collects trays;
4. Feeds selected patients;
5. Passes nourishments.

C. Assists with nursing care techniques for selected patients and carries out hygiene measures including:

1. Baths;
2. Early morning care;
3. Evening care;
4. Shampoos;
5. Offers and collects bedpans/urinals;
6. Takes and records vital signs; temperature, pulse, respirations, and blood pressure;
7. Uses protective devices appropriately;
8. Gives enemas, cleansing and retention;
9. Assists with post-mortem care;

EXAMPLES OF WORK: (Cont'd)

10. Gives sponge baths - alcohol, tepid and sitz baths;
 11. Applies hot water bottles, ice caps;
 12. Assists with admissions, discharges and transfers of patients;
 13. Uses Kardex and graphic sheets;
 14. Maintains good body alignment and positions patients correctly;
 15. Knows emergency equipment;
 16. Helps transport patients;
 17. Runs errands/answers signal lights;
 18. Has a basic knowledge of medical asepsis.
- D. Continues to recognize situations that should be reported to and evaluated by the charge nurse.
- E. Participates in all classes, conferences, and workshops assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the patterns of institutional and geriatric behavior; skill in performing geriatric and basic nursing aide services; ability to establish good interpersonal relationships with the elderly and infirm; ability to assume a lead role in training subordinates in geriatric care; ability to give and follow fundamental instructions; ability to prepare or record simple facts related to geriatric resident or patient behavior or physical condition; clean and neat personal appearance; reliability; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) satisfactory completion of In-Service Training as a Special Attendant II or (b) equivalent training and/or experience in basic patient care as verified by the Director of Nursing or In-Service Training Director.

SPECIAL REQUIREMENT: Possession of current certification as a Residential Health Care Facility Nurse Aide issued by the State of New York.