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| Classification<br>Specification<br>Developed for Equal Opportunity | Class Title: Nursing Assistant | BGSU Pay Grade: 5   |
|  | Major Agencies: Universities   | Code: 65505         |
|  |                                | Jurisdiction: Univ. |

Function: Under general supervision from Associate Director for Clinical and Educational Services and Registered Nurses is responsible for assisting in the nursing care provided to patients in the Student Health Services Center. Performs routine nursing assistance functions related to patient care and comfort. Informational services and assistance to physicians, nurses, patients, visitors, family members and others as necessary. Interact with Co-workers and nurses to insure the appropriate delivery of services to the patients.

| Rank | % Of Time | Essential Functions   | Major Work Characteristics   |
|------|-----------|---|--|
| 1    | 40 - 60   | Assists with preparation of patients, completion of diagnostic procedures & test, cleaning of exam rooms after use, prepares & maintains patient charts.  | Knowledge of (1) facility, state & federal guidelines pertaining to direct patient care*, (2) basic nursing care procedures (e.g., taking vital signs, written and electronic documentation of symptoms and findings, first aid) in a clinical setting; ability to (3) lift up 50 pounds, (4) read, copy & record figures and words accurately and concisely, (5) deal with problems involving several variables in familiar context, (6) carry out simple instructions, (7) develop good rapport with patients & cooperate with co-workers.<br><br>* Developed after employment |
| 2    | 30 - 40   | Provides information and assistance to patients, visitors, nurses, physicians and other members of the team. Maintains confidentiality at all times.  |  |
| 3    | 15 - 20   | Collaborates with professional staff members to assess patient condition and plan treatment. Participates in specialized nursing care activities under the direction of a Registered Nurse (e.g. CPR, attachment of monitors, wound care, and procedures using high tech equipment). Performs patient care duties as necessary. |  |
| 4    | 10 - 15   | Assists nursing or other professional staff members with patient specimen testing, setting up rooms, special supplies and equipment, patient cleanliness, etc.  |  |
| 5    | 5 - 10    | Provides clerical services which may include data entry, charges, typing, filing, copying, gathering and disseminating information and other related tasks.   |  |

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| <p>Unusual Working Conditions: Occasional exposure to excessive noise due to Student Health Services activities. Occasional exposure to hazardous materials/waste and unpleasant odors. Frequently exposed to mental strain cause from a fast-paced environment and directions from multiple sources. Exposure to dangerous patients. Exposure to infectious diseases.</p> | <p>Minimum Class Requirements: High school diploma or GED. Ability to add, subtract, multiply &amp; divide whole numbers &amp; to read &amp; write common vocabulary plus. Nursing Assistant Certification.</p> | <p>Training &amp; Development:</p> |
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