

Classification Specification: Nursing Assistant

Classification Number: 65505
Effective Date: 9/27/2013

Pay Grade: _____
Current Exemption Status: Nonexempt

Position Summary

Performs routine nursing assistance functions related to patient care and comfort. Schedules patient appointment. Responds to follow up calls.

Essential/Primary Duties

- Assists with the preparation of patients for medical care provider or medical procedures.
- Assists with electrocardiogram and spirometry tests. Administers allergy and other immunization injections. Assists medical care provider with minor procedures and breathing treatments.
- Makes patient appointments for outside testing and providers. Responds to follow up calls from students, parents and other doctors.
- Obtains emergency room reports and X-rays.
- Cleans patient examining and medical procedure rooms. Sterilizes equipment.

Experience and Education

Experience

- Three to six months related experience required

Education

- Some college coursework required

Licenses/Certifications/Other

- Licensed Practical Nurse certification required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is performed in an environment with extremely disagreeable or hazardous working conditions with exposure to any number of elements and hazards on a continual basis.

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Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Knowledge of basic science and scientific methods
- Ability to maintain confidentiality of patient health records

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None