

# Classification Specification: Nursing Assistant

Classification Number: 65505 Pay Grade: \_\_\_\_\_  
Effective Date: 9/27/2013 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