

NURSES AIDE

Non-Competitive

(Revised: June 23, 2005)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the personal care of Nursing Home patients in accordance with an established routine. The work is designed to provide dignity and comfort to the elderly and incapacitated. Employees in this class perform a variety of tasks, some of which involve unpleasant conditions and must maintain patience and tact in dealing with patients who may be mentally impaired. Although Nurses Aides are expected to display initiative and judgment in their work, unusual conditions or problems are referred to a Staff Nurse. An orientation period consists of classroom and bedside training, in compliance and close cooperation with Staff Nurse and/or other appropriate health personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Bathes, feeds and dresses patients;

Assists patients to bathroom or bedpan;

Does simple treatments under direction of a Staff Nurse;

Makes beds and performs other tasks to provide a suitable environment for patients;

Assists patients to ambulate, transfer in and out of bed and do routine ROM (Range of Motion);

Cleans and maintains personal care items used by patients in activities in daily living;

Completes daily patient care records;

Contributes information on patient needs and care to the Care Planning Committee;

Observes and reports unusual behavior or physical changes in patients to Charge Nurse or Supervisor;

Operates hydraulic lifts, geriatric chairs and other equipment related to patient care per procedural guidelines;

Assists in the transporting of patients to appointments and activities as directed by Charge Nurse.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of the materials and processes involved in bathing and feeding; ability to understand and carry out non-technical oral and written directions; ability to read and follow plan of care for each patient; ability to get along well with others and gain cooperation of the patients; ability to work on any nursing unit/staff; mental alertness; dependability; neat appearance; interest in geriatric nursing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: In Accordance with Part 414 of Article 3 of Subchapter A of chapter V of Article 10 of N.Y. State Health Laws, individuals who meet the following qualifications may be assigned to perform nurses aide functions:

- (1) A person listed in the New York State Nurses Aide Registry as described below*; or
- (2) A graduate of nursing program approved by the New York State Commissioner of Education and who is waiting to take the next scheduled state licensing examination or is waiting for the results of such examination; or

- (3) A nurses aide who has successfully completed a State approved RHCF nurses aide training program as described below * or a program designed for such purpose and approved by the Commissioner of Education or the accrediting body of another state or appropriate federal authority, including the military, and who is waiting to take the RHCF nurses aide competency examinations at the next scheduled opportunity, such competency examinations to be passed within three (3) consecutive attempts within four (4) months of completion of the State's approved RHCF nurses aide training program or is waiting for the official results of the examination; or
- (4) A nurses aide who is currently listed in another state's nursing home nurses aide registry, as verified by the facility, and who has applied to the Department to be registered and has not been denied; or
- (5) A nurses aide trainee, provided the individual is concurrently enrolled in a State approved Residential Health Care facility nurse aide training program which meets all requirements set forth in state regulations and completes such program within 90 days of employment.

NOTE: Subsequent to completion of the training program, nurses aides shall attend inservice education programs as provided for all personnel. Written records shall be maintained which indicate the (content of, and) nurses aide's attendance at each planned and structured inservice education program, including its content and duration of time. Each nurses aide must attend at least three hours of compensated in-service education per calendar quarter.

*The operator shall not use an individual as a nurses aide who, for this purpose, is defined as an individual the operator utilizes on a per-diem basis or who is obtained from a nurse aide, nursing personnel or employment agency unless the operator has verified that the individual is listed in the New York State RHCF Nurses Aide Registry.

The certified Nurse Aide must apply for recertification every two years.