

NURSING ASSISTANT II

Department:	Health Unit	Reports To:	
Division:		Location:	Thibodaux Health Unit
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	May 9, 2007

JOB SUMMARY

To perform advanced sub-professional nursing duties in the care and comfort of patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Measures temperature, pulse, respiration, blood pressure, head circumference, height and weight; records in patients' medical record as allowed by institutional policy
- Observes patients physical and mental conditions and reports any changes to charge nurse
- Prepares and/or inspects ward rooms, equipment, supplies and area for cleanliness; reports deficiencies or maintenance problems
- Performs all duties that may be performed by the unit aide and Nursing Assistant 1
- May be required to perform restorative therapy activities
- Accompanies residents to physician visits, clinic appointments and other outside facility activities
- Performs lab work such as Hgh/Hct and urine dipstick and documents results on client records and lab logs
- Successfully completes training programs such as CPR; First Aid; infection control; infectious disease; and/or programs that maintain hospital standards such as quality control; safety issues; JCAHO requirements
- Maintains any necessary certifications
- Work may involve shift work
- Monitors patients food intake and elimination
- May assist with admission, transfer and discharge

- May perform emergency housekeeping and cleaning duties such as mopping up minor spills and emptying trash
- Maintains par levels and performs inventory
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

ADVANCED DUTIES

- Assists physicians and nurses with various examinations and treatments, such as preparing female patients for gynecological exams, positioning patients for lumbar spinal taps, or assisting in specialized procedures such as endoscopic gastroduodenoscopy, esophageal motility, ano-rectal manometry, polypectomy, bipolar coagulation, esophageal dilatation, colonoscopy, flexible sigmoidoscopy, and endoscopy laser therapy
- May assist in performing specific treatments/procedures under direction of a professional nurse such as changing dressings, irrigating colostomies, tube feeding, and nasopharyngeal suctioning as allowed by institution policy
- Changes bandages and reinforces sterile dressings under professional direction
- May assist with the removal and application of casts and splints
- May assist with body cavity catheterization or irrigations
- May perform duties specific to area of responsibility such as performing visual acuity, muscle balance and color-vision performance, hearing and CLIA-waived lab tests, taking other measurements, and keeping records
- Instructs and trains lower level staff in patient care techniques; may serve as a lead worker over nursing unit aides and nursing assistants
- May inventory, order and distribute supplies
- May assist with the fitting of contact lenses and the teaching of patients in the proper procedures for insertion, removal and cleansing of lenses
- May assist in providing medical treatment and personal care to patients in nursing home and/or private home settings
- Prepares (preps) patients for surgery
- Cleans medical equipment as needed following required specifications, including fragile equipment and accessories such as fiber optic endoscopes, biopsy forceps, polypectomy snares, cytology brushes, etc

- May work with a health care multi-disciplinary team

SUPERVISORY RESPONSIBILITIES

- May act as lead worker over lower level nursing assistants or aides

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Two years of experience in patient care work. One year of experience must have been in a hospital, clinic, or 24-hour patient care facility setting.

NECESSARY SPECIAL REQUIREMENT

Positions at facilities receiving certain Medicaid funds require that applicants possess a valid Certified Nursing Assistant certificate as required by Federal Mandate implemented in 1987.

SUBSTITUTIONS

- Graduation from an accredited professional registered or practical nursing program may be substituted for all of the required experience.
- Possession of a Certified Nursing Assistant certificate will substitute for six months of the required general experience.

- Completion of a medical assistant training program may be substituted for the general experience on a month for month basis.
- Graduation from an accredited Emergency Medical Technician Program may be substituted for six months of the general experience.
- Must have a high school diploma or GED and/or certificate from technical institute; and/or one (1) to three (3) years of related experience in which clerical work was a major duty; or equivalent combination of education and experience in the clerical field. Two years of experience in which clerical work was a major duty. Training in business, office machines, secretarial science, or closely related curriculum in a business school or technical institute for the required experience on the basis of one month of full-time for one month of experience. Must possess the ability to exercise independent judgement within established systems and procedures.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

Must possess the capability to learn the technical and professional methods, practices, and procedures in public works project management and competent abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.