

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Nursing Assistant

**Class Code:** 7221

**Pay Grade:** 404

**GENERAL CLASS DESCRIPTION:**

Under direct supervision, assists the members of the nursing team in provision of multiple types of patient care in in-patient and our-patient care areas. Their work requires familiarity with a wide variety of nursing procedures used in delivering patient care.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Assists with patient admission, transfers, and discharges.
2. Provides for patients' personal hygiene and comfort.
3. Turns, positions and ambulates patients.
4. Transports patients, equipment, specimens and supplies.
5. Feeds patients, serves drinking water and nourishments, and records patients' intake.
6. Assists patients with bedpans and urinals and records output.
7. Takes and records temperature, pulse, respiration, and blood pressure.
8. Carries out medical asepsis and cares for isolated patients.
9. Performs simple diagnostic and therapeutic procedures such as enemas, preoperative preparation of the skin, dressing changes, collecting specimens, applying binders, etc.
10. Participates in nursing care conferences; reports pertinent patient information and incidents to nurse in charge.
11. Provides for patient comfort measures through social interactions.
12. Shares responsibility for preparation, proper use and care of equipment and supplies and for nearness and cleanliness of unit.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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13. May assemble equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians or nurse.
14. Performs special duties as taught and directed by the nurse in charge.
15. Cleans patient units, operating rooms and examining rooms dependent on the area of assignment.
16. Stock and supply patient rooms and nursing units.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow oral and written instructions.
2. Ability to communicate effectively with others.
3. Ability to maintain patient confidentiality.
4. Ability to provide care with regard to patient condition and age.
5. Knowledge of principles of sanitation and health hazards.
6. Ability to maintain effective working relationships.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Ability to read, write and follow instructions.

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**REVISION EFFECTIVE:**

**October 1, 2009**