

**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, provides close, continuous observation of patients who may be at risk of adverse events. Maintains a clean and safe environment and stocks supplies for designated areas.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Transports patients, equipment, specimens and supplies.
2. Acts as 1:1 patient safety sitter as necessary. Remains at beside of assigned patient at all times unless relieved by an appropriate staff member.
3. Recognizes and reports changes in the patient and the environment following department procedures and standards. Immediately alerts nursing personnel to emergency situations.
4. Stock and supply patient rooms and nursing units.
5. Shares responsibility for preparation, proper use and care of equipment and supplies and for nearness and cleanliness of unit.
6. Gather equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians or nurse.
7. Cleans areas per designated guidelines and standards demonstrating proper use of approved disinfectants, cleaning products and care of the housekeeping equipment.
8. Ensures timely turnover of patient areas such as inpatient rooms, clinic rooms, and operating rooms
9. Delivers messages, items, and/or amenities as requested.
10. Assists patient's visitors with directions, information, and other general inquiries, as appropriate.

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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11. Assist with patient care needs as requested by other team member.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to communicate effectively with others verbally, electronically and in writing with patients, family members, and health care staff.
3. Ability to maintain patient confidentiality.
4. Knowledge of principles of sanitation and health hazards.
5. Ability to maintain effective working relationships.
6. Ability to keep basic inventory records.
7. Ability to work with computers.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow instructions.

H:(hr/classdes)7221

REVISION EFFECTIVE: September 1, 2021