

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

Class Title: Psychiatric Nursing Assistant I

Class Code: 7271

Pay Grade: 404

GENERAL CLASS DESCRIPTION:

Under close supervision, performs specific nursing tasks to assist and provide for the general comfort and welfare and monitoring of psychiatric hospital patients.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assists in maintaining a safe, clean environment.
2. Assists with admission, transfer, and discharge of patients.
3. Reports potential crisis situations to the team leaders.
4. Submits reports and records concerning tasks and assignments performed.
5. Monitors and reports the behavior patterns of individual patients and groups of patients.
6. Provides physical care and assistance to patients as assigned.
7. Conducts activities with patients on a spontaneous or pre-planned basis.
8. Takes temperature, pulse and blood pressure readings for patients.
9. Performs simple diagnostic/therapeutic procedures such as blood sugar testing and dressing changes.
10. Provides transport for patients, equipment, specimens and supplies.
11. 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.

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.

Class Title: Psychiatric Nursing Assistant I

Class Code: 7271

Pay Grade: 404

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.

H:(hr/classdes)7271

REVISION EFFECTIVE: October 1, 2009