

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

Class Title: Psychiatric Nursing Assistant II

Class Code: 7272

Pay Grade: 407

GENERAL CLASS DESCRIPTION:

Under supervision of a registered nurse performs nursing tasks to assist members of the nursing team in providing psychiatric patient care, utilizing knowledge gained through advanced training and experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Identifies effect of the environment on patients, suggests environmental modifications, and implements these as assisted.
2. Assists with admission, transfer, and discharge of patients.
3. Identifies potential crisis situations, reports to team leader, intervenes when necessary, and is able to avert crisis situations with patients.
4. Records patient behavior accurately, identifies significant material to report to team leader.
5. Cites patient's activity levels and insures appropriate coverage.
6. Provides physical care to patients as assigned, including taking care and recording of vital signs.
7. Plans and conducts activities with patients to enhance their social skills; identifies the need for activities of patients; plans activities according to patient needs.
8. Participates in nursing care conferences; reports pertinent patient information and incidents to the team leader.
9. Takes temperature, pulse and blood pressure readings for patients.
10. Performs diagnostic/therapeutic procedures as needed.
11. Provides transport for patients, equipment, specimens and supplies.
12. Assists in orientation of new personnel and students.

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. Carries out specific precautionary measures for patients.
14. Demonstrates awareness of total ward situation.
15. Uses limits, controls, and routines to therapeutic advantage for the patient.
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 staff, students, patients, and the public.
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.
7. Ability to collect patient data and maintain accurate records.
8. Knowledge of keyboarding and computer data entry skills.
9. Ability to lead, train and motivate employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year experience as a Psychiatric Nursing Assistant I or in a like position, and
2. Satisfactory completion of the established Psychiatric Nursing Assistant Training Program or an equivalent program.