

## **NURSE AIDE I**

### **NATURE OF WORK IN THIS CLASS**

This is a para-professional nursing work involved in performing specific patient care tasks, as assigned by a registered professional nurse in clinics, hospital and/or other Public Health settings. Employees in this class work in accordance with established policies, procedures and standard practices and techniques. Work is closely supervised and reviewed for compliance with oral or written instructions.

**ILLUSTRATIVE EXAMPLES OF WORK** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

### **HOSPITAL**

Assists the nursing staff in performing variety of tasks such as washing, sterilizing equipment and instruments, simple dressing, maintaining patient rooms and nursing units neat and orderly.

Serves and feeds patients and fills water pitchers.

Bathes, shaves, dresses patients and attends to any personal needs.

Passes and empties bedpans and collects urine and fecal specimens.

Assists in taking blood pressures, temperatures, pulse and respiration rate.

Assists in walking and transporting patients, by means of wheelchair or stretcher; passes out nourishments.

Assists with care of patients in skeletal traction.

Does bed making of open, occupied, anesthetic and closed beds.

Records intake and output of patients.

Performs urine testing of patients for clinitest and acetone; prepping and catheterization.

Performs related work as required.

**PUBLIC HEALTH**

Provides safe and healthful environment for patients.

Assists in personal care of patients in the home and clinic setting.

Assists physician or nurse in patient examination and treatment.

Weighs, measures, and takes temperature, pulse and respiratory of patients in clinics and other Public Health setting.

Retrieves and files clinic records.

Prepares supplies and equipment for clinic use.

Collects and prepares specimen for routine urine and stool tests.

Assists in the preparation and collection of information for the clinic reports.

Cleans and sterilizes clinic equipment.

Performs other related work as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Ability to do simple procedures and techniques involved in performing auxiliary nursing services.

Ability to do routine cleaning and maintain patient care units and to attend to personal needs of patients.

Ability to understand and follow simple oral and written instructions.

Ability to keep and maintain simple records.

Ability to communicate effectively orally and in writing.

Ability to develop and maintain patient working relationship with other employees and the public.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS**

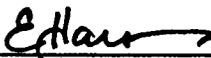
Current certificate to practice Nurse Assistant as approved by the Guam Board of Nurses Examiners.

**ESTABLISHED:** JULY 1980  
**AMENDED:** MAY 1999 (as per P.L. 24-20)

**PAY GRADE:** E

|                        |                               |                   |                  |
|------------------------|-------------------------------|-------------------|------------------|
| <b>HAY EVALUATION:</b> | <b>KNOW HOW:</b>              | <b>BI1</b>        | <b>87</b>        |
|                        | <b>PROBLEM SOLVING:</b>       | <b>B2 (16%)</b>   | <b>14</b>        |
|                        | <b><u>ACCOUNTABILITY:</u></b> | <b><u>B1A</u></b> | <b><u>16</u></b> |
|                        | <b>TOTAL POINTS:</b>          |                   | <b>117</b>       |

This standard revises and supercedes the standard established JULY 1980.

  
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**ELOY P. HARA**  
Executive Director  
Civil Service Commission