

NURSE AIDE II

NATURE OF WORK IN THIS CLASS

HOSPITAL

This is responsible para-professional work involved in maintaining a safe and hygienic working environment of patients in a given patient care unit or in the care, maintenance and preparation of surgical instruments and supplies and the operating room; or in the care of patients in the Emergency room/Outpatient Department and assisting registered professional nurses in other related activities in the hospital. Employees in this class work under general supervision of a professional nurse or charge nurse in accordance with established policies, procedures, and standard nursing practices and techniques. Work is reviewed through reports, ward inspections and observations in compliance with oral and written instructions in accordance with established policies, procedures and standard practices and techniques.

PUBLIC HEALTH

This is responsible para-professional nursing work involved in performing and recording patient care services, maintaining a safe and hygiene patient and working environment, and assisting registered professional nurse in clinics and other Public Health settings. Employees in this class work in accordance with established policies, procedures, and standard nursing practices and techniques. Work is closely 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

Takes and records routing hearing and vision screening tests, simple urine tests, routine nursing data on vital signs such as blood pressure, temperature, pulse, and respiration rate, and intake and output of patients.

Performs routine work in the care of patients, such as making beds, changing linens, giving baths and rubs, lifting and moving patients, and caring for personal effects.

Prepares patients for surgery by shaving; assists in the preparation of the operating room for surgery; prepares supplies; cleans instruments and other items for autoclaving.

Assists the professional nurse during emergencies as in cardiopulmonary resuscitation.

Performs simple nursing services that would enhance the physical, social, and mental comfort of the patient and family.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Participates in feeding patients not able to feed themselves.

Assists in planning and providing recreational activities for patients.

Administers ointments and lotion.

Performs related duties as required.

IN THE OPERATING ROOM

Prepares the operating room, surgical instruments, and patient for operation.

Positions instruments, surgical supply and other tables in the operating room.

Sterilizes surgical instruments, for operating room; sterilizes articles in autoclave, by boiling or placing in antiseptic solutions, using sterile techniques prescribed by the hospital, and stores them in appropriate place.

Cleans and maintains a large variety of delicate surgical instruments and equipment including polishing and sharpening of needles.

Sets up oxygen, carbon dioxide, and anesthetic tanks by standard procedures.

Assembles, wraps, and sterilizes packs, and treatment and dressing trays following standard make-up for each type of pack of tray.

Prepares such sterile supplies as dressing, gloves, towels, gowns, rubber tubing, syringes, and needles.

Cleans used articles returned from the wards by washing and drying according to established hospital procedures.

Works closely with the surgeon and anticipates needs of the surgeon.

Issues sterile and non-sterile supplies and equipment for use in care and treatment of patients in the wards.

Performs related duties as required.

IN THE EMERGENCY ROOM

Obtains vital signs and reports same to the registered nurses.

Assists the nurse in preparing a patient for treatment by the doctor.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Cleans affected areas with a specified preparation, and applies dressings as needed.

Transport patients to the ward of department via the designated means of transportation.

Cleans instruments and equipment after each use.

Checks supplies daily and replenishes them as needed.

Checks equipment daily to insure proper functioning.

Shaves operative sites for surgery, performs catheterization as instructed.

Collects specimens required and bring them to the appropriate department.

Assists in emergency procedures such as cardio-pulmonary resuscitation.

Performs related duties as required.

PUBLIC HEALTH

Prepares for clinics, such as the physical set-up, assemble health service records, and preparing patients, for examinations by a nurse or a physician.

Assists physician or nurse in patient examination and treatment.

Performs and records routine hearing and vision screening tests and simple urine tests.

Provides personal care services within the clinic or home settings.

Performs services that would enhance the physical and mental comfort of the patient and his family.

Takes and records patients' vital signs such as temperature, pulse, respiration, blood pressure, height, weight and head circumference.

Retrieves and files patients' records.

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

Makes notification home visits as directed by the Public Health Nurse.

Cleans and sterilizes clinic equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

HOSPITAL

Knowledge of simple nursing procedures and techniques involved in performing moderately difficult auxiliary nursing services for patients.

Knowledge of the materials used and the processes involved in the assigned unit, labor and delivery and operating room housekeeping operations.

Ability to keep required records and charts.

Ability to prepare patient reports and assist in maintaining patient records.

Ability to work under close supervision and to follow verbal and written instructions.

Ability to exercise emotional control and conceal natural aversion for certain patient condition.

Ability to establish and maintain effective working relationships with employees and the public.

PUBLIC HEALTH

Knowledge of home nursing and first aid as offered by many public school systems and other community agencies.

Ability to keep clinical records and charts.

Ability to work under close supervision and to follow oral and written instructions.

Ability to exercise emotional control and conceal natural aversion for certain patient condition.

Ability to establish effective working relationships with other employees and the public.

Ability to communicate effectively, orally and in writing.

Skill in the operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A. One year experience as a nurse aide, and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

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

For nurses aides at the Department of Public Health and Social Services, must possess current certificate to practice Nurse Assistant as approved by the Guam Board of Nurses Examiners, inclusive of a valid driver's license.

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

PAY GRADE: F

HAY EVALUATION:

KNOW HOW:	CI1	100
PROBLEM SOLVING:	B2 (16%)	16
<u>ACCOUNTABILITY:</u>	<u>B1A</u>	<u>19</u>
TOTAL POINTS:		135

This standard revises and supercedes the standard established JULY 1980.



ELOY P. HARA
Executive Director
Civil Service Commission