

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Nurse Aide

Class Code: 50632

Pay Grade: GD

A. Purpose:

Performs basic nursing skills by bathing, feeding, and comforting patients/residents and assisting licensed health care personnel in the provision of routine medical care in a state institution to provide direct patient care.

B. Distinguishing Feature:

The Nurse Aide provides custodial care, reports illnesses and unusual behavior, and performs routine medical procedures including blood pressure and temperature tests. The Nurse Aide does not dispense medication, determine the necessity for further medical treatment, or supervise.

The Medication Aide has completed a medication aide course and dispenses oral medications and provides treatments under the direction of a licensed nurse.

The Licensed Practical Nurse performs patient care, providing treatments and dispensing medications within the scope of practice.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Assists patients/residents with personal care to include bathing, shaving, dressing, toileting, and related hygiene needs to ensure patients/residents' cleanliness and health.
2. Observes patients/residents for choking, seizures, fluid output, temperature change or skin irritations to ensure unusual symptoms are documented and reported to the proper medical personnel.
3. Distributes meal trays and assists patients/residents in eating or feeds patients/residents to ensure proper caloric and nutritional intake.
4. Documents activities of daily living, food intake, behavior changes, injuries, and other activities of patients/residents on the proper forms to ensure accurate information is kept and updated on each patient/resident.
5. Assists patients/residents in drinking to ensure a sufficient amount of liquid is consumed so that dehydration does not occur.
6. Changes bedding and washes beds and mattresses to provide patients/residents with a clean and sanitary environment.
 - a. Cleans bathrooms and floors.
 - b. Sorts and puts away laundry.

7. Performs routine nursing care duties including taking temperature and blood pressure to relieve licensed medical personnel of routine chores to ensure the safety and comfort of patients.
 - a. Records patients' temperature, blood pressure, pulse rate, respiration rate and weight.
 - b. Escorts patients to appointments as needed.
 - c. Attends patient team care meetings to provide input on their treatment progress.
 - d. Acts as primary care giver for residents as assigned.
8. Implements educational plans for activities of daily living by teaching residents how to bathe, dress and feed themselves to help residents become self-sufficient.
9. Performs other work as assigned.

D. Reporting Relationships:

The Nurse Aide reports to the Charge Nurse. Does not supervise.

E. Challenges and Problems:

Challenged to deal with unpredictable behavior ranging from autistic to violent; lifting patients/residents as some are heavy, awkward to move, and totally non-ambulatory; encouraging residents to carry out their own personal care tasks; and learning behavior that is typical of each resident as well as how to deal with behavior swings.

Problems include determining the best method to change the mood of an uncooperative resident, and determining how to encourage a resident to carry out activities of daily living such as self-feeding, toileting and dressing.

F. Decision-making Authority:

Decisions include the positioning of residents in beds and wheelchairs; when a resident needs personal hygiene; what to do when a resident is abusive; and in what order to perform such direct care activities as bathing, feeding and dressing.

Decisions referred are determining if a patient should go to class, determining the cause of patient injuries, dealing with unusual or difficult behavior problems, communication with patients' relatives and case managers, and to whom and what is reported regarding injuries.

G. Contact with Others:

Daily contact with residents/patients to provide direct care, with nurses, therapists, and teachers to receive instructions on patient care techniques and to provide observations on patient behavior; and occasional contact with friends and relatives when they are visiting the patients/residents.

H. Working Conditions:

Incumbent works in facilities that provide continuous care to the sick, aged, mentally handicapped, and/or developmentally disabled.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- arithmetic sufficient to add, subtract, multiply, and divide;
- basic human hygiene requirements.

Ability to:

- communicate information clearly and concisely;
- count accurately and record numerical and alphabetical data onto forms;
- compare information and recognize discrepancies;
- observe, recognize, and report abnormal physical symptoms;
- assist patients with personal care and hygiene needs;
- lift 50 pounds;
- exercise tact and discretion in dealing with others.

Licenses: Must possess or be able to obtain a South Dakota Certified Nurse Aide certification within four months of hire date.