

## **Preferred Management Corporation Position Description**

**Job Title:** Nursing Assistant  
**Department:** Nursing  
**Reports To:** Registered Nurse, Charge  
**FLSA Status:** Non-Exempt

**SUMMARY:** Works under the direction of a qualified professional nurse. Assist nurses in providing treatments and procedures. Cooperates with the members of the nursing and medical staff and other hospital departments.

### **QUALIFICATIONS:**

- Knowledge of anatomy and physiology of disease processes.
- Maintain discretion and confidentiality in communications.
- Knowledge of patient care standards and use of medical equipment.
- Knowledgeable of Infection Control and Prevention practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides for patient's personal hygiene.
- Provides for activities of daily living.
- Provides for comfort needs of patients.
- Ability to communicate between patients, families, ancillary personnel and hospital departments involved in patient care.
- Assist with admissions and discharges of patients as needed.
- Record input and output; checks vital signs and weight and specimen collection and EKG's.
- Re-stock supply areas.
- Works effectively as a team member.
- Maintains a safe and attractive environment for patients and co-workers; transports patients and equipment as appropriate.
- Assists the nursing staff by giving direct and indirect care to the patients.
- Functions as patient advocate.
- Miscellaneous duties as assigned, requested or required.

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma/GED, preferred
- Successful completion of Nursing Assistant course or equivalent, preferred
- Previous patient care experience, preferred
- Basic Life Support (BLS) certificate

### **LANGUAGE/READING SKILLS:**

- Communicate verbally and in writing in English.

### **MATHEMATICAL SKILLS:**

- Must have basic mathematical capabilities.

**REASONING ABILITY:** Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date