

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

## Classification Standard

	<b>Occ. Code</b>	<b>5530100</b>
<b>Nursing Assistant 1, Grade 6</b>		<b>5530100</b>
<b>Nursing Assistant 2, Grade 8</b>		<b>5530200</b>
<b>Nursing Assistant (Certified), Grade 8</b>		<b>5530210</b>

### Brief Description of Class Series

Nursing Assistants provide care to individuals in hospitals and long-term care facilities operated by New York State. Care ranges from attending to patients' personal hygiene needs, to performing a limited number of simple treatments and therapies under direction of licensed clinical staff. Incumbents provide direct hands-on care to individuals by assisting with bathing, dressing, perineal care, mobility, eating, and other daily living activities.

Nursing Assistants are classified in health care facilities operated by the State University of New York (SUNY) and the Department of Corrections and Community Supervision. Nursing Assistants (Certified) are classified in long-term care settings that require certified nursing assistants for regulatory purposes, such as the Department of Health's (DOH) Veterans' Homes, and certain SUNY Medical Center programs.

### Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

*Nursing Assistant 1:* entry level; performs basic patient care duties under direction of a nurse, physician, or other clinician; may assist Nursing Assistants 2, physicians, and nurses in the performance of care functions. Incumbents at this level receive in-service training in a limited number of care procedures, leading to eligibility to qualify for appointment to Nursing Assistant 2.

*Nursing Assistant 2:* full performance level; using detailed guidelines, standards, and procedures, and under the supervision of clinicians, observes patients and performs prescribed simple treatment procedures; attends to personal hygiene needs of patients; and performs limited cleaning and housekeeping duties directly related to patient care. Treatment tasks performed require only knowledge of a limited number of specific treatment procedures performed at the facility.

*Nursing Assistant (Certified)*: full performance level; performs duties similar to a Nursing Assistant 2, but functions are performed in a long-term care facility and require certification as a New York State Certified Nursing Assistant.

### Related Classes

Rehabilitation Hospital Nursing Assistants perform similar functions to those of Nursing Assistants but are focused on rehabilitation activities and are only classified at DOH's Helen Hayes Hospital.

Licensed Practical Nurses are classified in a variety of State health care settings and observe patients for symptoms and reactions to treatments; treat patients for physical maladies as directed and under close supervision; and attend to patients' personal hygiene needs. Incumbents are licensed New York State Licensed Practical Nurses.

### Illustrative Duties

#### *Nursing Assistant 1*

Under direct clinical supervision, performs the following duties:

- Changes simple dressings as directed, gives enemas, douches, and irrigations as directed.
- Applies abdominal "T" binders, hot water bottles, aqua "K" pads, ice bags, and coolers, and hot and cold compresses to patients as directed.
- Assists patients in collecting urine and stool specimens.
- Observes and records patients' quantitative food and fluid intake and waste output.
- Takes temperature, pulse rate, blood pressure and respiration rate.
- Gives therapeutic baths such as sitz and fever sponge baths.
- Measures and records height and weight.
- Inspects functioning oxygen therapy equipment including tents, masks, and cannulae to ensure appropriate functioning.
- Recognizes and reports abnormal signs and symptoms of common diseases and conditions to clinical staff.

- Applies splints, braces, slings and other self-help devices.
- Operates a variety of specialized patient monitoring and treatment devices.
- Attends to patients' hygiene and daily living needs in order to maintain an atmosphere conducive to patient comfort and treatment. Examples include bathing and dressing patients, brushing teeth, and trimming nails.
- Collects and carries patients' laundry and dry cleaning and delivers objects to appropriate locations in the health care facility.
- Receives patients' belongings and transports objects to safe storage, keeping appropriate records.
- Feeds patients requiring assistance.
- As directed by clinical staff, moves, positions, lifts and transports patients using a variety of lifts and other aids in order to make patients comfortable, prepare patients for treatment, deliver patients to treatment areas, and to prevent contractures.
- Brings bedpans and urinals to patients requiring assistance and attends to incontinent patients.
- Talks and listens to patients and responds by encouraging patients to cooperate and participate in treatment activities.
- May transport patients and supplies on occasion.

May perform a variety of limited housekeeping and cleaning duties related to direct patient care in order to ensure that treatment and patient areas are clean, sanitary, orderly, and properly supplied.

#### *Nursing Assistant 2*

Under direction of higher-level treatment staff, performs duties similar to those of a Nursing Assistant 1, but with greater proficiency. Positions may assist with training new staff in assigned treatment areas.

#### *Nursing Assistant (Certified)*

Under direction of higher-level treatment staff, performs duties similar to those of a Nursing Assistant 2, but also participates in required quarterly in-service

education to maintain certification and meet all necessary requirements to be re-certified every two years.

### Communication

Nursing Assistants have frequent face-to-face communication with patients and visitors for the purposes of conveying treatment procedure and visitor information. Incumbents attempt to encourage and support patients who may be despondent or apprehensive, and regularly communicate with clinical staff to convey information on patients' physical conditions and responses to treatment. This information includes items such as observable physical behavioral changes, fatigue levels, and general behaviors and responses to routine treatments, such as foot soaks.

### Minimum Qualifications

#### *Nursing Assistant 1*

Non-Competitive: possession of or ability to acquire the necessary knowledge, skills and abilities during the probationary period.

#### *Nursing Assistant 2*

Non-Competitive: one year of satisfactory full-time experience in the provision of simple treatment and other patient care services under professional supervision. Possession of current certification as a New York State Certified Nursing Assistant may substitute for the required experience.

#### *Nursing Assistant (Certified)*

Non-Competitive: possession of current certification as a New York State Certified Nursing Assistant.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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