

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5530400

Rehabilitation Hospital Nursing Assistant 1, Grade 6	5530400
Rehabilitation Hospital Nursing Assistant 2, Grade 8	5530420

Brief Description of Class Series

Rehabilitation Hospital Nursing Assistants provide care to individuals at the Department of Health's Helen Hayes Hospital. 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.

Distinguishing Characteristics

Rehabilitation Hospital Nursing Assistants 1 & 2 perform similar functions. However, Rehabilitation Hospital Nursing Assistants 2 perform functions with greater proficiency and may assist with training new staff in assigned rehabilitation areas. All positions are in the non-competitive jurisdictional class.

Rehabilitation Hospital Nursing Assistant 1: entry level; performs basic patient care duties under direction of a nurse, physician, or other clinician; may assist Rehabilitation Hospital 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 Rehabilitation Hospital Nursing Assistant 2.

Rehabilitation Hospital 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 Helen Hayes Hospital.

Related Classes

Nursing Assistants and Nursing Assistants (Certified) perform similar functions to those of Rehabilitation Hospital Nursing Assistants but are classified

in a variety of State health care settings. Nursing Assistant (Certified) are classified in regulated long-term care settings.

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 Tasks

Under direct clinical supervision, positions perform the following functions:

- 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.
- Performs necessary clerical functions directly related to patient care, such as order entry and ordering, inventory, making copies, and filing.
- May transports 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. Examples include cleaning and maintain refrigerators, mats, and patient care equipment.

Communication

Rehabilitation Hospital 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

Rehabilitation Hospital Nursing Assistant 1

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

Rehabilitation Hospital 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.

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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