

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**NURSING ASSISTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform clinical/administrative work associated with assisting patients and medical staff in a public health clinic or other assigned area. Duties and responsibilities include preparing medical equipment and instruments for use, obtaining/recording data pertaining to patient's physical condition, assisting medical staff during patient examinations, providing information and assistance to patients, maintaining departmental supplies, preparing/maintaining forms and records, and performing other duties as assigned. Reports to Nursing Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Monitors operating condition of various medical equipment/apparatus and makes adjustments as appropriate; checks and records temperatures of incubators, refrigerators, and freezers; balances and calibrates scales.

Cleans equipment, instruments, and facilities used in caring for clinic patients; cleans incubator, autoclave, microscope, centrifuge, and other equipment; cleans/defrosts refrigerators and freezers; cleans/autoclaves medical instruments and supplies; cleans/sanitizes laboratory areas and examination rooms.

Assists physicians in conducting medical examinations; obtains/records temperature, blood pressure, pulse and respiration rates; obtains/records height and weight; collects/analyzes patient specimens; obtains/records other medical data as directed; assists patients in preparing for medical examinations.

Prepares examination rooms for new patients; organizes supplies and instruments for use by medical staff; prepares culture collection containers for use.

Prepares/packs cultures, slides, and other specimens for shipping.

Prepares patient charts and departmental files; records a variety of data; files reports and forms in patient charts; reviews test results, laboratory reports, and other data for abnormalities needing to be referred to medical professional.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, medical books, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, patient tracking, performs basic maintenance of computers and office equipment, such as backing up data or replacing paper, ink, or toner.

## **Rutherford County, Tennessee • Nursing Assistant**

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Operates or utilizes a variety of equipment, tools, medical/diagnostic instruments, medical supplies, testing kits, or general office equipment associated with work activities; inspects equipment to ensure safety and proper operations; performs appropriate cleaning, sanitation, and/or maintenance tasks to properly maintain equipment, instrumentation, and facilities.

Monitors inventory levels of departmental supplies; ensures availability of adequate materials to conduct work activities; informs supervisor of need for new or replacement supplies/materials.

Answers the telephone; provides information; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, patients, medical staff members, medical professionals, medical facilities, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, patients, and other individuals; ensures adherence to established infection control procedures and security procedures; monitors security of medications, medical instruments, and other supplies.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Maintains computerized and hard-copy patient records and department files; retrieves and/or revises patient information from computer system; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Schedules patient appointments; contacts patients by telephone regarding appointment changes, reminders, or other information.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in a Nursing Assistant program; supplemented by 6 months previous experience and/or training involving nursing assistant work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, toxic agents, disease, pathogenic substances, or violence.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

**Tasks:** Getting Charts, Running controls, Working up patients, cleaning instruments

**Surface:** Hard Floors

**Estimated Total Hours:** intermittent

#### 2. SITTING

**Tasks:** Occasional at computer, working up patients

**Estimated Total Hours:** intermittent

**3. LIFTING/CARRYING**

**Objects:** Charts, supplies, babies, boxes

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X			
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Pushing carts, Moving boxes

**Height of hands above floor during push:** Approximately waist height

**5. CLIMBING**

**Tasks:** Putting supplies away

**Device:** Uses step stool

**Height:** Varies

**Frequency:** Weekly to Monthly

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** working up patients, drawing blood

**Frequency:** Daily

**7. REACHING**

**Tasks:** getting charts, specimens, working up patients

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	outward	Freq. - daily	1-5min	< 10 lbs
21-36"	outward	Freq. - daily	1-5min	< 10 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

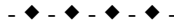
Inside Building	100 % of time
Outside	0 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

**10. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Freq
Grasp	X		Freq
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Freq



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date