
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Nursing Assistants

Grid: 22

Class Title: Nursing Assistant I

I. Level Definition

Under the direction of a Registered Nurse, positions at this level perform nursing procedures such as taking temperature, pulse and respiration in addition to patient care duties relating to feeding, personal hygiene and transporting patients and/or performs clerical duties such as assembling and maintaining patient charts and transcribing Doctors' orders.

II. Typical Duties

- (1) Provides personal care to patients such as assisting the patient with bathing, dressing, care of skin and hair; changing bed; assisting with toilet needs; and overseeing patient exercise routines.
- (2) Assists patients with meals by completing menu slips, serving and collecting meal trays and feeding designated patients.
- (3) Transports patients utilizing mechanical aids such as wheelchairs, and/or stretchers.
- (4) Performs nursing procedures such as taking temperature, pulse and respiration, administering suppositories and enemas, obtaining specimens such as urine and administering non-sterile dressings; records observations, and reports problems and/or changes to designated nursing staff.
- (5) Accompanies patients on outings and during social activities to provide assistance as required.
- (6) Sets up charts for new patients and charts information such as weight, temperature, pulse and respiration as directed; attaches documents to charts such as laboratory and special examination reports after review by Nurse and/or Doctor; completes discharge charts for Medical Records according to established procedures.
- (7) Transcribes Doctors' orders to appropriate forms such as X-ray and laboratory requisitions, dietary rooms and medication cards.
- (8) Performs related clerical duties such as typing, answering the telephone, making appointments, ordering supplies through stores and maintaining records such as time sheets and daily census.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus graduation from a recognized Nursing Assistant Program or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type at 50 w.p.m.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.