

NORTHEAST MONTANA HEALTH SERVICES
LISTERUDS RURAL HEALTH CLINIC
JOB DESCRIPTION
NURSES' AIDE

NAME: _____

ACCOUNTABLE TO: **CLINICAL DIRECTOR**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job description is to ensure effective and efficient patient flow by; compliance with established patient care policies and procedures and aggressively assisting the Health Care Provider.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.
8. Must be able to travel between all campuses of NEMHS as required.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. High School education or equivalency.
2. Two or more years of clinic experience preferred.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work flexible hours.

2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.
10. Must be able to work on feet all day and be free of any mobility problems.
11. Must have legible handwriting.
12. Must be able to ascend and descend stairs via foot.
13. Must be able to make sound judgments in relation to responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for assessment and placement of patients.
 - a. Escort patient to exam room.
 - b. Document Chief Complaint
 - c. Take patient's vital signs to include T-P-R-B/P and O2 saturation, and obtain weight and height specific to the visit.
 - d. Ready patient for exam pertinent to the visit.
2. Responsible for documenting all information obtained in the patient's medical record.
 - a. Record all treatments on appropriate forms immediately.
 - b. Record all vital signs, weights and heights on appropriate forms.
 - c. Graph weights and heights obtained on growth chart.
3. Responsible for maintaining and stocking all exam rooms and nurses station.

- a. Reorder any broken, outdated, or depleted supplies in a timely manner. Supply requisitions to be given to Clinical Director for approval.
 - b. Stock all exam rooms.
 - c. Prepare and clean all patient contact area and instruments as per protocol immediately after patient is discharged. Follow cleaning schedule and document on appropriate forms daily, weekly, and/or monthly.
 - d. Responsible for keeping work area clean and free of clutter.
 - e. Report any unfinished assignments to Clinical Director or Clinic RN at end of scheduled shift.
4. Responsible for administering treatments, and/or lab tests (within their scope) ordered by the Health Care Provider.
- a. Obtain direction from Health Care Provider.
 - b. Perform CLIA waived lab tests as per protocol and as directed by the provider.
 - c. Prepare pathology specimens with proper requisition forms according to protocol. Prepare all appropriate lab and radiology requisition forms.
 - d. Ready all specimens for transport to appropriate destination as per protocol in a timely manner.
 - e. Assist Health Care Provider with treatments.
 - f. Perform all controls and calibration of lab equipment and document appropriate forms.
5. Responsible for employee training.
- a. Assist new employees with training and orientation within a 90-day probationary period.
6. Responsible for completing the mandatory continuing education and abiding by policies.
- a. Attend all mandatory in-services as scheduled to include:
 1. Hazcom/Blood borne Pathogens
 2. CPR
 3. Loss Control Program
 4. Fire Safety
 5. People Difference

