

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: NURSING ASSISTANT, CERTIFIED

Reports To: Designated Supervisor

UW Job Code: 5245

UW Job Family: 51 – Technicians

SOC Code: 31-1014

FLSA: Non-exempt

Pay Grade: 12

Date: 3-1-98 (revised 7-1-02; 8-1-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Assist nurses, nurse practitioners, physician assistants, and physicians in providing care for patients at University Student Health Services or another designated facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Obtain and record patient data such as blood pressure, pulse and weight.
- Assist nurses, nurse practitioners, physician assistants, and physicians in performing examinations and other procedures as directed.
- Maintain clean work area in examination rooms and emergency treatment rooms.
- Escort patients to examination rooms, laboratory, X-ray or infirmary; assist with physiotherapy treatment.
- Prepare suture trays, equipment and supplies for sterilization; sterilize equipment and supplies following designated protocols.

SUPPLEMENTAL FUNCTIONS:

- Assist in maintaining inventory records; restock supplies as directed.

COMPETENCIES:

- Attention to Detail
- Work Standards
- Strategic Planning
- Service Orientation
- Integrity
- Teamwork (Cooperation)

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year Nursing Assistant experience**

Required licensure, certification, registration or other requirements:

- **Valid Certified Nursing Assistant (CNA) certification**
- **Valid CPR certification (cardiopulmonary resuscitation)**
- **Valid AED certification (automated external defibrillator)**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Medical terms and applicable medical equipment.
- Patient evaluation and triage procedures.
- Inventory management practices.
- Related accreditation and certification requirements.
- Patient care charts and patient histories.

Skills and Abilities to:

- Follow instructions.
- Perform standard clinical procedures according to established protocols.
- Maintain quality, safety, and/or infection control standards.
- Provide effective communication and interpersonal skills.
- Interview and educate patients and/or families as to the nature of disease and provide instruction on proper care and treatment.
- Move up to 50 pounds regularly.

WORKING CONDITIONS:

Medical clinic environment; regularly exposed to biological and chemical hazards, fumes, vapors, infectious diseases, noise and confined spaces; may be on feet for long periods of time.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.