**Class Summary**

The responsibilities of this classification include providing health care assistance in clinics, specialized health care settings or emergency response efforts under the direction of a Registered Nurse or Licensed Practical Nurse. Incumbents are responsible for working collaboratively within a multi-disciplinary team and performing direct patient care, outreach, research, and assessment duties.

**Distinguishing Characteristics**

This is a single level classification. Incumbents perform work responsibilities under the direction of a Registered Nurse or Licensed Practical Nurse. The Certified Nursing Assistant (CNA) classification is distinguished from the Nursing and Medical Assistant classification series in that the CNA classification does not require a nursing license or Medical Assistant certification/registration.

**Examples of Duties**

1. Provide functional assistance to patients including bathing, dressing, and eating; lifting or repositioning patients into bed, wheelchairs, etc.
2. Collect and record vital signs, including temperature, heart rate, respirations, blood pressure, and pulse oximetry.
3. Respond to inquiries by phone and in person; monitor and identify patients’ needs and refer to health care professionals, when necessary.
4. Evaluate intake data for health risk factors and program eligibility, using established protocols.
5. Interview patients for medical, dietary, and social history.
6. Clean, stock, and setup patient rooms or other care settings, including laundry services and equipment.
7. Assist healthcare personnel with laboratory specimen processing and transport.
8. Order, inventory, and maintain clinical laboratory and general supplies.
9. Enter data into electronic health records and other databases.
10. Transport medications and other supplies to and from work site.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of asepsis and universal precautions

Knowledge of donning and doffing personal protective equipment

Knowledge of occupational hazards and safety procedures

Knowledge of basic nutrition theory and practice

Knowledge of behaviors and practices to achieve and maintain good health

Knowledge of state and federal guidelines for laboratories, biohazards, and laboratory specimen handling

Knowledge of state and federal laws that govern protected health information

Knowledge of health and social services and resources

Skill in communications (oral and written)

Skill in interviewing techniques

Skill in dealing effectively with the public, detecting potential problems, and preventing escalation

Skill in meeting deadlines, working under time constraints, and exercising sound judgment

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s License or the ability to provide transportation to work locations with limited or no public transportation (some positions)

Washington State Certified Nursing Assistant certification

Basic Life Support (BLS) certification

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 12/2020 - Created |