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SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION  
DEPARTMENT: LEFA L. SERAN SKILLED NURSING/MEDICAL SURGICAL  
TITLE: NURSE ASSISTANT TRAINEE (NAT)  
REVISION DATE: 08/15/2011

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**DEFINITION:**

The nursing assistant trainee performs resident/patient care tasks within the objectives, standards, and policies of the department and within the parameters of his or her preparation working directly with a CNA, LPN, or RN. Cooperates with the members of the nursing and medical staffs and other hospital departments. NAT may work for the SNF, Acute and/or Homemaking Departments and varied shifts as part of their training.

**EXAMPLES OF DUTIES:**

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Provides for resident/patient's personal hygiene: gives bedpans, urinals, baths, backrubs, shampoos, and shaves, and assists with showers and whirlpool baths.
2. Provides for activities of daily living (ADL's): assists with meals and feeds resident/patients; ambulates, turns, and positions resident/patients; provides fresh water and nourishment between meals.
3. Performs I&O, checks vital signs, weight, and post-mortem care.
4. Provides for comfort needs of resident/patients.
5. Works effectively as a team member in the delivery of care and assists in the orientation of new employees.
6. Utilizes resources and materials in an efficient and safe manner.
7. Maintains a safe, clean and attractive environment for resident/patients and co-workers; transports resident/patients and equipment as appropriate.
8. Promptly answers resident/patient call lights and requests.
9. Reports observations of a resident/patient to the nurse caring for the resident/patient to ensure professional assessment.
10. Instills confidence in the resident/patient by maintaining a neat and attractive appearance and performing duties in a competent and caring manner.
11. Shows dependability by being punctual; maintains consistent attendance.
12. Maintains a good working relation among all nursing unit personnel and other hospital employees through appropriate communication.
13. Perform other related duties at assigned.

**QUALIFICATIONS FOR EMPLOYMENT:**

**Knowledge and Ability:**

*Knowledge of*

- communication and interpersonal relationships responsibilities;
- safety and infection control policies and procedures;
- personal care procedures;
- procedures to take and record vital signs;
- nutritional requirements and techniques;
- admission and discharge procedures;

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- exercise and activity techniques;
- elimination procedures;
- techniques for assisting residents with special needs;
- reporting responsibilities;
- colostomy and ileostomy care;
- oxygen administration;
- handwashing procedures;
- denture care;
- hospital and department policies and procedures.

### ***Ability to***

- record information;
- assist residents transfer and mobility using proper resident lifting and transfer techniques;
- answer call lights;
- make beds;
- monitor residents and report changes;
- collect samples for testing;
- provide resident hygiene;
- feed residents;
- monitor resident food input/output;
- record information;
- comply with hospital and safety policies and procedures;
- comply with Resident Bill of Rights and Employee responsibilities;
- work overtime, adjust to changes in days off and shifts on occasion if necessary;
- be flexible and able to work in an environment that has frequent and multiple interruptions, which is stressful at times;
- provide genuine caring for and interest in elderly and disabled.

### **Experience and Training:**

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

Successful completion of Nursing Assistant Certification Course AND maintain current certification in CPR and participate in annual mandatory training.

Nurse Assistant Trainee may be employed as a NAT until he/she takes the State of Nevada Nursing Board Certified Nursing Assistant (CNA) exam. Once NAT has successfully passed the exam and obtained their license, they may apply for any open Certified Nursing Assistant positions (CNA).

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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Dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Some bending, reaching, squatting, and stooping is necessary. The manual dexterity and cognitive ability to perform procedures, care plans and tasks as assigned. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 50 pounds) and use of mechanical lifts as required or needed.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Work environment is generally clean and comfortable. Lighting conditions are typically good. Frequent interruptions to planned work activities occur. Changes in days off and shifts are possible and incumbent will be required to be available on short notice. Exposure to infectious diseases and bodily fluids is common. It is common to engage with family members of residents during emotionally difficult periods of time.

**FLSA Status:** Non-Exempt

### **LIMITATIONS/DISCLAIMER:**

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees or patient/residents.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of nursing assistant trainee (NAT) and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

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Signature

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Date