

**NURSING ASSISTANT TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position in which incumbents acquire on the job experience involving the routine care of patients and the performance of indirect or non-nursing services for patients, while completing training and other requirements to obtain New York State Registration as a Nursing Assistant. Work is subject to general supervision, except activities concerned with actual care of patients, which are performed under direct supervision by the Registered Nurse in charge of the patient.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

While training, assists in walking, feeding and bathing patients and caring for their personal needs;

While training, assists in lifting and turning heavy or helpless patients, in handling patients based upon the maturity level at which they are currently functioning;

While training, helps regulate number of visitors and gives information to visitors in accordance with instructions from the nurse in charge;

Assists in gathering information concerning the patients condition and enters reports on the patient's record;

Cleans and sterilizes nursing home equipment;

Cares for patients' clothes and turns over valuables to person designated by hospital;

Assures established infection control practices are maintained;

May assist with care and moving of room furniture, fixtures and supplies to help keep patients safe and comfortable.

Attends and participates in continuing educational programs.

## **NURSING ASSISTANT TRAINEE**

**Page 2**

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to understand and carry out routine non-technical, oral and written directions relative to care of patients; ability to make physical independent decisions and to accept constructive criticism; ability to maintain confidentiality of resident care information; physical strength and mental alertness; willingness to cooperate and to carefully follow a prescribed routine; discretion; tact and good judgment; ability to get along well with others and to secure cooperation and patients; neatness and good appearance; and performs related duties as required.

MINIMUM QUALIFICATIONS: No qualifications for appointment are required. Persons appointed as Nursing Assistant Trainee must, within a period of one year of appointment successfully complete 100 hour Nurses Aid competency examination and must possess the appropriate valid New York State registration.

---

Y:\CLASPLAN\Nursing Assistant Trainee.doc  
Last Reviewed:  
Jurisdictional Class: Labor  
Public Hearing:  
NYS Civil Service Commission Approval:

Retyped into Microsoft Word on 6/4/04  
Revised and Replaced in Classplan: 2/23/2023