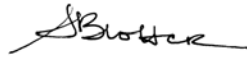




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #51/08
September 8, 2008

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Shelley Blotter, Interim Director 
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES-**REVISED**

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify me in writing no later than October 7, 2008.

If no written objections are received in this office by October 7, 2008, action will be taken to effect the changes and a report will be made to the Personnel Commission.

SB:cp

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **01-09**
Posting Expires: **October 7, 2008**

Per NR 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		10.368	Lead Certified Nursing Assistant	24 E
10.369	Certified Nursing Assistant	22 E	10.369	Certified Nursing Assistant	22 E
10.370	Nursing Assistant Trainee	20 E	10.370	Nursing Assistant Trainee	20 E

Basis for Recommendation

The Nevada Office of Veterans Services, Nevada State Veterans Home requested that an additional level be added to the Certified Nursing Assistant series. The intent is to increase the number of applicants for the CNA positions and retain current employees.

In response to this request, the Department of Personnel recommends establishment of the Lead Certified Nursing Assistant class. Incumbents will provide orientation to new CNA's; familiarize CNA staff with direct-care protocols; demonstrate how to implement specific treatment procedures; report observations made during work shift to a charge nurse; assist with work scheduling; provide input on performance evaluations of lower level CNA's; and act as liaison between lower level CNA's and supervisors. This new class promotes the concept of peer mentoring and will help retain those incumbents who have greater knowledge and experience.

Management at the Veterans Home participated in this review, and they believe the recommended changes will increase the applicant pool and decrease expenditures for the use of temporary contract CNA's.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For information call (775) 684-0110.

Objections to the proposed change(s) must be received in writing by October 7, 2008. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: September 8, 2008

UCA 01-09



CLASS SPECIFICATION

<u>TITLE</u>	<u>G ADE</u>	<u>EEO-4</u>	<u>CODE</u>
LEAD CERTIFIED NURSING ASSISTANT	24	E	10.368
CERTIFIED NURSING ASSISTANT	22	E	10.369
NURSING ASSISTANT TRAINEE	20	E	10.370

SERIES C NCEPT

Certified Nursing Assistants (CNA) perform basic restorative services and basic nursing services which are directed at the safety, comfort, personal hygiene, basic mental health and protection of patient rights in accordance with the Patient’s Bill of rights and within the authorized scope of practice specified in the Nurse Practice Act.

Contribute to basic health status assessments; collect, report and record basic objective and subjective data related to health status; observe residents/patients for changes in health status, signs and symptoms of illness or injury, or deviations from normal health status.

Document and communicate patient responses; assist with collection of data; provide basic information which assists the licensed nurse in making lists of problems and needs, setting goals, and developing and revising the plan of care; communicate resident/patient concerns and needs to staff.

Provide total personal care or assist resident/patient with activities of daily living (ADL’s) including toileting, bathing, dressing, oral care, eating, ambulating, repositioning and transporting; provide treatment as specified in the care plan and as directed by professional staff; and encourage self care and independence.

Provide physical care, comfort measures, and emotional support to patient whose condition is stable or predictable; and assist nursing staff with simple medical procedures.

Assist with basic restorative nursing care including ambulation, eating and dressing; maintenance and improvement of range of motion; turning and positioning in a bed or chair; transferring patients; bowel and bladder (continence) training; assist in the care and use of prosthetic devices such as hearing aids, artificial eyes and limbs; and repeat instructions as given by licensed personnel for the patient.

Operate or assist in the use of a variety of medical equipment, materials and supplies such as geri-chairs, mechanical lifts, wheelchairs, oxygen concentrators, restraints, braces, and prosthetic devices.

Maintain the safety, health and well being of individuals in the therapeutic environment as allowed in the practice setting; respond to call lights, resident/patient and visitors’ requests and correct environmental hazards in an appropriate and safe manner; assist in physically restraining residents/patients who are a threat to themselves or others and may be hostile and combative as required; perform cardiopulmonary resuscitation (CP) when necessary; and follow principles of asepsis and infection control.

Perform related duties as assigned.

LEAD CERTIFIED NURSING ASSISTANT	24	E	10.368
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CLASS CONCEPTS

Lead Certified Nursing Assistant: *At the direction of a Registered Nurse or Licensed Practical Nurse, incumbents perform the duties described in the series concept and function as a leadworker. Incumbents provide orientation to new CNA's; familiarize CNA staff with direct-care protocols; demonstrate how to implement specific treatment procedures; report observations made during work shift to a charge nurse; assist with work scheduling; provide input on performance evaluations of lower level CNA's; and act as a liaison between lower level CNA's and a charge nurse. Positions may be assigned to "float" to all zones in order to assess current practices and instruct lower level CNA's on established protocols.*

Certified Nursing Assistant: *At the direction [and under close supervision] of a Registered Nurse or Licensed Practical Nurse, incumbents perform the duties described in the series concept and function at the journey level. This class is distinguished from the Nursing Assistant Trainee by greater independence and a higher level of knowledge, skills, and abilities evidenced by certification as a CNA by the Nevada State Board of Nursing.*

Nursing Assistant Trainee: *At the direction and under immediate supervision of a Registered Nurse or Licensed Practical Nurse, incumbents function in a trainee capacity and perform tasks for which they [have received] a exclusively receiving training in a formal Certified Nursing Assistant program. As prescribed by the Nevada State Board of Nursing, at least 16 hours of instruction in the classroom must be completed before a trainee is directly involved with a patient. In accordance with 42 CFR 483.75 (e)(2) (1998) an individual may retain Nursing Assistant Trainee status without certification as a Certified Nursing Assistant from the [State of] Nevada State Board of Nursing for no more than four months, on a full-time basis. This is the [entry] trainee level in the series, and progression to the next level may occur upon [successful completion of the probationary period,] certification by the Nevada State Board of Nursing as a Certified Nursing Assistant, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Certification as a Nursing Assistant by the Nevada State Board of Nursing is required at the time of appointment and as a condition of continuing employment for the Certified Nursing Assistant and Lead Certified Nursing Assistant levels.*
- * Some positions require current CP certification at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Probationary employees working for the Department of Corrections must successfully complete the required hours of "pre-service" training provided by the department.
- * *Lead Certified Nursing Assistant incumbents must complete an advanced genetic and/or mental health skill level course in Patient Centered Care as provided by a recognized health care organization and/or as determined by the hiring agency within six months of appointment.*

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MINIMUM QUALIFICATIONS (cont'd)

LEAD CERTIFIED NURSING ASSISTANT

EDUCATION AND EXPERIENCE: *Certification as a Certified Nursing Assistant and 18 months of experience performing work as a Certified Nursing Assistant in an institutional setting. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (equipped at the time of application):

Working knowledge of: *methods and practices of basic nursing and restorative care; documentation and charting procedures. Ability to: maintain a safe environment, utilizing principles of infection control and universal precautions; ensure that treatment plans are followed; participate as part of a long term treatment effort aimed at re-socializing and rehabilitating institutionalized residents; lead and work effectively with others; promote a positive environment for residents by meeting physical care and psychosocial needs; provide training and guidance to lower level staff in specific protocols and best practice techniques; and all knowledge, skills and abilities equipped at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: *facility policies and procedures; leading and teaching techniques, recordkeeping and report presentation. Skill in: applying methods and techniques in maintaining a safe, orderly, theapeutic and hygienic environment; establishing and maintaining interpersonal relationships with co-workers and patients.*

CERTIFIED NURSING ASSISTANT

EDUCATION AND EXPERIENCE: ~~Certification [by the Nevada State Board of Nursing to practice]~~ as a Certified Nursing Assistant and six months of experience performing work as a Certified Nursing Assistant or Nursing Assistant Trainee. The six months of job related experience may be part of a formal Certified Nursing Assistant training program. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: *the role and responsibilities of a Certified Nursing Assistant; basic nursing and personal care; awareness of psychosocial characteristics of residents/patients; basic restorative services; communication and interpersonal skills; infection control procedures; safety and emergency procedures; promoting the independence of residents/patients; and the rights of residents/patients. Ability to: assist residents/patients with activities of daily living; assist residents/patients who may exhibit assaultive and/or aggressive behavior; care for cognitively impaired individuals; take and record vital signs; measure and record height and weight; care for the environment of the patient; measure and record the intake and output of fluids and food; observe and report signs and symptoms of illness or injury; perform procedures for noninvasive elimination, collection of specimens, and application of dressings; and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: *the role and responsibilities of a Certified Nursing Assistant in the practice setting. Skill in: performing basic nursing and personal care; restraint and behavior control techniques as allowed in the practice setting; infection control procedures; and documenting observations and care provided.*

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MINIMUM QUALIFICATIONS (cont'd)

NURSING ASSISTANT TRAINEE

EDUCATION AND EXPERIENCE: Current enrollment in a formal training program required for certification as a nursing assistant which has been approved by the Nevada State Board of Nursing; **R** completion of a formal Certified Nursing Assistant training program approved by the Nevada State Board of Nursing with results of the certification examination pending [~~or certification by the Nevada State Board of Nursing as a Certified Nursing Assistant with less than six months of Certified Nursing Assistant experience~~]. (In accordance with 42 CFR 483.75 (e)(2) (1998) an individual may retain Nursing Assistant Trainee status without certification as a Certified Nursing Assistant from the State of Nevada Board of Nursing for no more than four months, on a full-time basis.) (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to learn to: react in a sensitive manner to the emotional, social and mental health needs of residents/patients; communicate and interact competently on a one-to-one basis with residents/patients; assist residents/patients in attaining and maintaining independence; support and promote the rights of residents/patients; make basic observations and document in patient charts; perform duties within the roles and responsibilities of a nursing assistant including basic nursing and personal care; provide basic restorative services; communicate and relate effectively with residents/patients; comply with infection control, safety and emergency procedures; promote the independence of residents/patients.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Certified Nursing Assistant*).

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.368</u>	<u>10.369</u>	<u>10.370</u>
ESTABLISHED:	8/25/08	10/28/99	10/28/99
	10/7/08UC	4/28/00UC	4/28/00UC
REVISED:		7/1/01LG	7/1/01LG
REVISED:		10/7/08UC	10/7/08UC