

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

VETERANS NURSING ASSISTANT - CERTIFIED

POSITION CODE: 47750

Effective: 07-01-2004

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides activities of daily living (ADL); dressing, bathing, grooming, oral hygiene, bowel, bladder, and skin care; follows instructions; prepares and maintains daily flow sheets.
2. Promotes the ability for each individual resident to retain or regain their maximum level of independence; provides privacy and maintains confidentiality; exhibits empathy, compassion and respect for the elderly.
3. Lifts, moves, and transports residents demonstrating the proper body mechanics and application of rules for safe transfer of residents; properly positions and turns residents to prevent skin breakdown.
4. Observes, measures and records vital signs (temperature, pulse, respiration, blood pressure), including height and weight; collects stool, urine and other specimens and accurately reports and records urinary, fecal and other output.
5. Inspects and observes assigned residents during work shift; ensures resident comfort, safety and provides necessary care; reports physical and emotional changes to the nurse.
6. Serves, properly positions, and assists residents with feeding; properly distributes nourishments; accurately report and record diet and fluid intake.
7. Provides restorative/rehabilitative nursing measures which include: active and passive range of motion exercises, ambulation, transfers, and maintenance of correct body alignment while standing, sitting or lying in bed.
8. Performs routine cleaning and organizing of resident units and equipment which includes: storing areas, beds, closets, bedside tables, and furnishings; inventories resident's personal belongings and clothing according to facility policy.
9. Practices appropriate infection control utilizing isolation procedures, which includes: frequent hand washing, masking, gowning, food and elimination precautions, proper usage, cleaning and storage of resident equipment.

VETERANS NURSING ASSISTANT - CERTIFIED (Continued)

10. Performs other duties as determined and assigned by a licensed nurse, which are reasonably within the scope of those duties specified above.

DESIRABLE REQUIREMENTS:

Education and Experience

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing".

"Good standing" includes the following: no administrative findings of abuse, neglect or theft; no disqualifying convictions on a background check that is no more than 12 months old; meets training requirements (77 Illinois Administrative Code 395) and has passed the written competency test.

Waivers from Illinois Department of Public Health for disqualifying convictions on background checks will NOT be accepted by Illinois Department of Veterans' Affairs.

If since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of 24 consecutive months during none of which the individual provided nursing or nursing related services for monetary compensation, the individual must have completed a new training and competency evaluation. Must have worked not less than eight continuous hours in a 24 consecutive month period.

Requires a health inventory and physical examination no more than 30 days prior to and no more than 30 days after the initial employment in the facility. Includes a required tuberculin test.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires working knowledge of the provision and prioritization of personal care for residents.

Requires working knowledge of principles of accurate observation and recording.

Requires working knowledge of the usage, cleaning and storage of equipment.

Requires working knowledge of safety rules for transferring residents and utilization of good body mechanics.

Requires ability to follow written and oral instructions from licensed personnel.

Requires working knowledge of infection control, safety and first aid methods.

Requires ability to assist residents to make personal choices to accommodate their needs.

Requires the ability to develop communication techniques and understand verbal and nonverbal communication.

Requires ability to accurately identify and report physical and emotional changes in the resident.

Requires ability to complete work assignments including required flow sheets and documentation.

Requires working knowledge of the principles of difficult behaviors in residents with cognitive deficits and dementia disorders.

Requires ability to maintain courteous, cooperative relationships with residents, families, visitors, and staff.