

Work Processes Schedule

NURSE ASSISTANT (MEDICAL SERVICE)

RAPIDS: 0824N

O*NET/SOC: 31-1014.00

REVISION DATE: 12/2014

Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS None

USCG HS

USN HA, HM, HN, HR

Related Instruction

Any trade related schools/courses totaling 144 hours. NOTE: Completion of the NURSE ASSISTANT, PARAMEDIC, EMERGENCY MEDICAL TECHNICIAN, and/or MEDICAL LABORATORY TECHNICIAN apprenticeship programs does NOT license nor does it guarantee that the apprentice will be entitled to challenge or be allowed to take the state licensing/certification exams. Each state is sovereign and controls their own licensing procedure. Completion of this program documents that an individual has specific work experience in particular skill areas and has completed an apprenticeship program for that trade.

Additional Requirement

None

Total Hours: **2000**

Skill	Description	Hours
A	<p>TRANSPORTING AND HANDLING PATIENTS</p> <p>Transport patients using wheelchair or wheeled cart, or assist patients to walk. Escort or transport patients within hospital or other medical facility. Direct or escort incoming patients from admitting office or reception desk to designated area. Assist patient in walking to prevent accidents by falling, or transports non-ambulatory patient using wheelchair. Transport patient alone with assistance, in bed, wheeled cart, or wheelchair to designated areas within facility during patient stay. Determine patient's name, destination, mode of travel, time, and other data, following written or oral instructions. Carry patient luggage. Deliver messages, mail, medical records, and other items. Turn and repositions bedfast patients, alone or with assistance to prevent bedsores.</p>	100
B	<p>PATIENT EXAMINATION PREPARATIONS</p> <p>Drapes patients for examination and treatments and remains with patients, performing such duties as; holding instruments and adjusting lights.</p>	100
C	<p>VITAL SIGNS</p> <p>Take and record temperature, blood pressure, pulse and respiration rates and food and fluid intake and output as directed.</p>	100
	<p>CHILD BIRTH PATIENT CARE</p> <p>Perform training and guidance of the member and spouse in areas such as; facts and</p>	

D	<p>fiction about childbirth, eating habits, alcohol usage, exercise, use of medication, weight gain, and contractions. Perform midwife checkups such as; identify location for member and spouse to attend Lamaze. Provide assistance to women during childbirth, in absence of medical practitioner. In the absence of the spouse, act as a coach to the individual during birth. Ensure member is trained in care of child such as; shots required, examinations required. Enroll member in the Women, Infants and Children (WICK) program. Assist doctor during child birth in the event of a premature birth. Record administrative data on the individual's medical record.</p>	100
E	<p>BLOOD GATHERING</p> <p>At blood collection unit of blood bank or appointed location for the collecting of blood, schedule appointments for blood donors. Interview blood donors and record identifying and blood credit information on registration form. Notify nurse if donor appears to be underweight or too old to give blood. Take blood donors temperature and pulse and other vital signs as necessary. Set up necessary medical supplies for the operation. Unpack, label, and stamp date on empty blood packs. Post donor names, blood control numbers, and donor group numbers to unit log sheet. Seal filled blood packs and sample tubes using hand tools or heat sealing machines. Store in accordance with specifications or as directed by the nurse. Serve refreshments such as; coffee, juice, cookies, and jelly beans to donors to prevent or relieve adverse reactions and to begin replenishment of blood fluids.</p>	100
F	<p>HEART MONITORING</p> <p>Monitor heart rhythm pattern of patient in special care unit of hospital to detect abnormal variances using telemetry equipment. Review patient information to determine normal heart rhythm pattern, current pattern, and prior variances. Observe screen of cardiac monitor and listen for alarms, identify abnormal variation in heart rhythm. Inform supervisor or nurse of variances to initiate examination of patient. Measure length and height of patient's heart rhythm pattern on graphic tape readout using calipers, and post information in patient record. Answer calls for assistance from patients and inquiries concerning patients for medical staff. Document heart rhythm patterns monitored in member's personnel record.</p>	100
G	<p>PATIENT CARE</p> <p>Administer prescribed medication to patients and maintain related medical records under supervision of the nurse. Verify identity of patient receiving medication and record name of drug, dosage, and time of administration on specified forms or records. Present medication to patient and observe ingestion or other application, or administer medication using specified procedures. Document reasons prescribed drugs are not administered. Take vital signs or observe patient to detect response to specified types of medications and prepare report or notify designated personnel of unexpected reactions. Give direct patient care such as; bathing, dressing, feeding, and assisting in examinations and treatments. Receive supply of ordered medications and apportion, mix, or assemble drug for administration to patient.</p>	100
	<p>CARDIAC MONITORING</p> <p>Produce two-dimensional ultrasonic recordings and Doppler flow analyses of heart and</p>	

H	<p>related structures using ultrasound equipment, for use by the physician in the diagnosis of heart disease and study of the heart. Move transducer by hand over patient's heart areas and observe ultrasound display screen, and listen to Doppler signals to acquire data for measurement of blood flow velocities. Explain procedure to patients to obtain and reduce anxieties of patient. Attach electrodes to patient's chest to monitor heart rhythm and connect electrodes to electrode leads of ultrasound equipment. Adjust equipment controls to areas of heart to be examined according to physician's orders. Operate ultrasound equipment that produces images of real time tomographic cardiac anatomy, and adjust equipment to record information on video cassette and strip printout of test. Print pictures of graphic analysis recordings and remove video cassette for permanent record of internal examination. Measure heart wall thickness and chamber sizes recorded on strip printout using calipers and ruler, or key commands into a computer to measure thickness and chamber sizes of heart on video tape, and compare measurement to standard norms to identify abnormalities in the heart. Measure blood flow velocities and calculate data such as; cardiac physiology and valve areas for evaluation of cardiac function by physician. Review test results with interpreting physician.</p>	100
I	<p>HOSPITAL ADMITTING OPERATIONS</p> <p>Interview incoming patients or representatives. Collect required data for admission into a computer. Obtain and record name, address, age, religion, persons to notify in case of emergency, attending physician and individual or insurance company responsible for payment of bill. Enter patient admitting information into computer and route printed copy to designated department. Obtain signed statement from patient to protect hospital's interests. Explain hospital regulations such as; visiting hours, payment of accounts, and schedule of charges. Escort patient or arrange for escort to assigned room or ward. Assign patient to room or ward. Compile data for occupancy and census records.</p>	100
J	<p>INSPECT SURGICAL EQUIPMENT</p> <p>Inspect surgical garments such as; belts, hosiery, trusses, braces, and sanitary napkins for conformance to specifications. Examine raw materials to detect dirt particles, discoloration, and other defects and reject substandard materials. Weigh and measure component parts and completed garment to verify specified weight and dimensional specifications, using scale and gauges. Inspect packaged garments for appearance and to detect excessive glue. Tag rejected items for rework or disposal. Maintain inspection records and compute level of quality control achieved, using mathematical formulas.</p>	100
K	<p>BLOOD AND PLASMA OPERATIONS</p> <p>Perform routine laboratory tasks related to processing whole blood and blood components. Clean and maintain laboratory equipment, supplies, and laboratory. Centrifuge whole blood to produce various components including packed red cells, platelet concentrate, washed red cells, and plasma. Confirm that sedimentation has occurred, that color is normal and that containers are in satisfactory condition. Examine blood stock at designated intervals to confirm that all units are in satisfactory condition. Observe thermostats on storage units to confirm that temperature remains constant as designated temperature. Inspect blood units returned from hospitals to determine whether plasma can be salvaged and if so refer to plasma salvage unit. Perform related clerical duties including updating statistical records, labeling tubes, and scheduling processing runs. Draw blood from patients or donors in hospital, blood bank, or similar facility for analysis or other medical purposes. Apply tourniquet to arm, locate accessible vein, swab</p>	100

	<p>puncture area with antiseptic, and insert needle into vein to draw blood into collection tube or bag. Withdraw needle, apply treatment to puncture site, and label and store blood container for subsequent processing. Assemble equipment such as; tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures. Verify or record identity of patient or donor and converse with patient or donor to allay fear of procedure. Prick finger to draw blood. Conduct interviews, take vital signs, and draw and test samples to screen donors at blood bank.</p>	
L	<p>MEDICAL ASSISTANCE</p> <p>Interview patients, measure vital signs such as; pulse rate, temperature, blood pressure, weight, and height, and record information on patient's chart. Prepare treatment rooms for examination of patients. Drape patients with covering and position instruments and equipment. Hand instruments and materials to doctor as directed. Clean and sterilize instruments. Inventory and order medical supplies and materials. Schedule appointments, receive payments, keep X-ray and other medical records, perform secretarial tasks, and complete insurance forms. Key data into a computer to maintain office and patient records. Operate X-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic test or call medical facility or department to schedule patients for tests. Give injections or treatments, and perform routine laboratory tests.</p>	100
M	<p>MEDICAL RECORDS</p> <p>Review medical records for completeness, assemble records into standard order, and file records in designated areas according to applicable filing system. Prepare folders and maintain records of newly admitted patients. Locate, sign out, and deliver medical records requested by hospital departments. Compile statistical data such as; admissions, discharges, births, and types of treatment given. Operate computer to enter or retrieve data and type correspondence and reports. Compile and maintain medical records of patients of health care delivery system to document patient condition and treatment. Review medical records for completeness and to abstract and code clinical data such as; diseases, operations, procedures and therapies using standard classification systems. Compile medical care and census data for statistical reports on types of diseases treated, surgery performed, and use of hospital beds, in response to inquiries from law firms, insurance companies, and government agencies. Maintain and utilize a variety of health record indexes, storage and retrieval systems. Operate a computer to process, store, and retrieve health information.</p>	200
N	<p>OCCUPATIONAL THERAPY AIDE</p> <p>Assist occupational therapist in the occupational therapy program in a hospital or similar institution. Perform program support services such as; assembling equipment, and preparing and maintaining work areas, as directed by the professional staff. Assist in maintaining supplies and equipment. Help professional staff demonstrate therapy techniques such as; manual and creative arts, and daily living activities to patients.</p>	100
	<p>ORDERLY OPERATIONS</p> <p>Measure and record intake and output of liquids, and take and record temperature, pulse and respiration rate. Lift patients onto and from bed, and transport them to other areas</p>	

O	<p>such as; operating and x-ray rooms, by rolling bed or using wheelchair or wheeled stretcher. Accompany discharged patients home or to other institutions. Set up equipment such as; oxygen tents, portable x-ray machines, and overheated irrigation bottles. Make beds and collect soiled linens, clean rooms and corridors. Bathe deceased patients, accompany body to morgue, and place personal belongings in mortuary box. Administer catheterization and bladder irrigation. Give enemas. Bathe patients and give alcohol rubs. Answer signal lights, bells, or intercom system to determine patients' needs. Bathe, dress, and undress patients. Serve and collect food trays and feed patients requiring help or unable to feed themselves. Run errands, direct visitors and answer telephone. Clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies. Dust and clean patients' rooms.</p>	100
P	<p>OUTPATIENT OPERATIONS</p> <p>Interview new outpatients at hospital or clinic and record data on medical charts. Obtain specified information from patient such as; age, insurance coverage, and symptoms, and type information onto prescribed forms. Place records and blank history sheets in order and file them in folder. Maintain records of number and type of outpatients entering each day, week, or month. Schedule appointments for examinations in hospital clinics, according to nature of illness. Give general information about outpatient care and answers telephone.</p>	100
Q	<p>RESPIRATORY THERAPY ASSISTANCE</p> <p>Clean, disinfect, and sterilize equipment used in administration of respiratory therapy. Examine equipment to detect worn tubes, loose connections, or other indications of disrepair, and notify supervisor of need of maintenance. Start equipment and observe gauges measuring pressure, rate of flow, and continuity of test equipment and notify supervisor of malfunctions. Assist in preparation of inventory records. Deliver oxygen tanks and other equipment and supplies to specified hospital locations. Make necessary connections and properly stow oxygen tanks in accordance with company standards. Assist in administration of gas or aerosol therapy.</p>	100
R	<p>STERILIZING OPERATIONS</p> <p>Tend autoclave that sterilizes drug products, containers, supplies, instruments, and equipment. Place articles in autoclave manually or by use of electric hoist. Wrap supplies and instruments in paper or cloth preparatory to sterilizing. Secure door or lid, turn dials to adjust temperature and pressure and open stemvalve. Shut off steam and remove sterilized articles after specified time. Records time and temperature setting and gauge readings.</p>	100
S	<p>ULTRASOUND OPERATIONS</p> <p>Produce two-dimensional ultrasound recordings of internal organs using ultrasound equipment for use by physician in diagnosis and study of disease. Explain process to patient and instruct and assist patient in assuming physical position for examination. Select equipment for use in ultrasound setup according to specifications of examination. Select transducer and adjusts equipment controls according to organ to be examined, depth of field, and other specifications of test. Key test data and patient information into computer of ultrasound equipment to maintain record of test results. Move transducer by</p>	100

hand over specified area of the body and observe sound wave display screen to monitor quality of ultrasonic pattern produced. Start equipment which produces images of internal organs and record diagnostic data on magnetic tape, computer disk, strip printout, or film. Photograph images of organs shown on display module, or remove strip printout from equipment to obtain a permanent record of the internal examination. Discuss and evaluate test results with the supervisor or attending physician.