

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	Unlicensed Assistive Personnel (Nursing Student UAP)	<b>Grade</b>	
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<b>Department</b>	Nursing	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Nursing Mentor	<b>Non-exempt</b>	
<b>Supervisor next in-line</b>	CCO	<b>Workweek</b>	

**POSITION SUMMARY**

• The Nursing Student UAP, under the direction and supervision of the Registered Nurse, supports health, life, and the quality of life by providing patient care. Based upon the Registered Nurse's analysis and plan of care, the Nursing Student UAP implements and assists other members of the health care team in delivering patient care and may receive advanced delegation from a supervising RN in accordance with BON rule 8.32.1729 and hospital policy. Delegation of a nursing task to a UAP shall be based solely on the determination of the patient's registered nurse, who has personally assessed the patient's condition, that delegation can be performed without jeopardizing the patient's welfare. Delegation shall be task-specific, patient-specific, and UAP delegate specific. The board recognizes that certain UAP's are prepared by specialized education and training to receive delegation of advanced nursing tasks as provided in ARM 8.32.1731. and 8.32.1732. This includes nursing students. This position will only be active during the Summer break and between semesters for a maximum of 40 per week.

This position requires the full understanding and active participation in fulfilling the mission and values of Central Montana Medical Center. It is expected that the employee will demonstrate behavior consistent with the mission and values and shall support CMMC goals of the quality improvement process.

A review of this description has excluded the marginal function of the position that is incidental to the performance of fundamental job duties. 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 instructions and to perform any other job-related duties requested by their supervisor.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a positive environment for all customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers; and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

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- The requirements are representative of minimum level of knowledge, skills and/or abilities.
1. Currently enrolled in a state nursing board-approved nursing education program or a state nursing commission-approved nursing education program
  2. In good academic standing
  3. Satisfactory completion of a course in the fundamentals of nursing that has been verified by the Director of Nursing
  4. Satisfactory completion of a pharmacology course that has been verified by the Director of Nursing
  5. Completion of one semester of hospital based clinical experience
  6. Certification Basic Life Support
  7. Computer experience, preferred

**1 Patient Care Tasks**

- Upon admission:
  - Initiates guest relations and welcomes patients/families to unit
  - Secures patient valuables
  - Sets up patient room supplies
  - Orients patient and family to hospital environment and routine, including, but not limited to call system, lights, bath routine, bed controls, visitor guidelines
  - Obtains admission height, weight and vital signs
- Collect, report, and document data including:
  - vital signs, height, weight, intake and output
  - changes from baseline data established by the nurse, i.e changes in skin condition, mental status
  - potentially dangerous environmental situations
  - patient or family comments relating to patient's care
  - behaviors related to the plan of care
- Ambulation, positioning, turning, ROM, utilizes gait belts for safe patient transfers, transports patients
- Personal hygiene and elimination
- Oral feeding, cutting up food, placing of meals trays, restricts or encourages fluids, pass nourishments
- Socialization activities
- Activities of daily living
- Collects and labels specimens
- Performed waived testing per unit expectation
- Upon discharge, assists patient with collecting all personal belongings and ensures safe discharge

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2	<p><b>Advanced Delegation – Nursing Tasks</b></p> <ul style="list-style-type: none"> <li>• Calculation of medication dose</li> <li>• Administration of medications: <ul style="list-style-type: none"> <li>○ By mouth, excluding cardiovascular medications-Per tube</li> <li>○ By suppository</li> </ul> </li> <li>• Hanging, without additives, the following IV fluids, including: <ul style="list-style-type: none"> <li>○ Lactated Ringers (LR)</li> <li>○ Normal Saline (NS)</li> <li>○ 5% Dextrose in Sterile Water (D5W)</li> <li>○ 5% Dextrose in Normal Saline (D5NS)</li> <li>○ 5% Dextrose in .45 Saline (D51/2 NS)</li> <li>○ 5% Dextrose in Lactated Ringers (D5LR)</li> </ul> </li> <li>• Adjusting IV flow rates on the above stated IV solutions only</li> <li>• Insertion of peripheral IV catheters</li> <li>• Any other nursing tasks for which the UAP has received instruction within the nursing program as confirmed by official transcript, course description and in which competency has been validated by the delegating RN.</li> <li>• Non invasive and non-sterile procedures</li> </ul>
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3	<p><b>3. Non-patient care tasks</b></p> <ul style="list-style-type: none"> <li>• Patient environment Assists in maintaining a neat and safe patient environment</li> <li>Equipment maintenance Keeps equipment clean, stored in appropriate storage area, and ready for use. (i.e), IV poles, wheelchairs, appropriate use of equipment</li> <li>• Removes defective equipment from service and initiates reporting process</li> </ul>
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4	Other duties as assigned
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**Knowledge, Skills, Abilities:**

Have practical knowledge of, and the ability to apply nursing theory as it relates to the delivery of care to patient and family.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS**

(Essential functions strength rating for position:- see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly

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<b>X</b>	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

<b>Employee's Signature</b>	<b>Supervisor's Signature</b>	<b>Date</b>