

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NURSING ASSISTANT
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing technical duties assisting in the direct nursing care provided to patients in an inpatient unit or ward, or in a specialized care unit. These positions are located at the Department of Corrections, the Department of Health Services, and the Department of Veterans Affairs. Positions allocated to this series are responsible for nursing assistance functions involving patient care and comfort, maintenance of the equipment and upkeep of the work area. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions performing technical duties which support and assist in direct patient care. All positions allocated to this series must devote a majority of their time and are primarily responsible for assisting in the provision of direct nursing care.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which do not perform direct patient care and comfort activities which support direct nursing care functions for a majority of the time (more than 50%).

3. Positions that function as Unit or Ward Clerks where the emphasis is on scheduling of services and the maintenance of patient records rather than the provision of direct care.
4. Positions that are more appropriately identified in the professional health care area such as Nurse Clinicians.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression through the series to the objective level will normally occur through reclassification. Movement to the advanced level will typically occur by competition.

II. DEFINITIONS

NURSING ASSISTANT 1

Positions in this classification must fit into one of the two following allocations:

(1) This is the entry level for employees who are not currently on the Nursing Assistant Registry in positions in a Department of Veterans Affairs' Veterans Home, engaged in a formal on-the-job training program and responsible for the provision of support care for Home members. The support care activities performed may involve educational, recreational, leisure, physical or other types of activities and are designed to bring about positive change in the member. Work activities are structured in such a way as to provide the employee with sufficient knowledge and experience to progress to the entry level (allocation 2). Work is performed in accordance with established rules, regulations and policies under the close supervision of a Member Support Supervisor, In-service Instructor or other licensed staff. Employees in this allocation must be enrolled in an accredited program working toward certification as a Nursing Assistant.

(2) This is entry level technical work of a training nature for employees who have obtained Nursing Assistant Registry status who assist in the nursing care provided to patients in an inpatient unit or ward, or in specialized care units. Positions allocated to this level perform routine nursing assistance functions related to patient care and comfort, maintenance of equipment and supplies and general care of the nursing unit. Work is structured to provide the training and experience to allow the employee to reach full performance at a higher level. Work is performed under close, progressing to limited, supervision of the Unit or Nursing Supervisor.

NURSING ASSISTANT 2

This is objective level technical work assisting in the nursing care provided to patients in an inpatient unit or ward, or in specialized care units. Work at this level is differentiated from the 1 level by the level of supervision received and the ability of the employees to carry out or initiate routine nursing assistance functions related to patient care and comfort in the less complex cases. Positions at this level also maintain equipment and supplies for the nursing unit. Employees in this class work under the limited

supervision of the Unit or Nursing Supervisor and receive specific instructions only for new job assignments or complex nursing situations.

NURSING ASSISTANT 3

This is advanced technical work assisting in the nursing care provided to patients in an inpatient unit or ward, in specialized care units, or in a specialized function such as patient transportation. Work at the advanced level in the nursing care or practical nursing areas is differentiated from the 2 level by the variety of care functions performed, the complexity of the care situation, the emphasis on direct patient care, and the level of supervision received. Employees at this level may act as lead to lower level nursing assistants especially over tasks related to the stocking of supplies for the unit, distribution of food trays and general care of the units. Positions at this level work under the general supervision of the Unit or Nursing Supervisor.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Candidates for positions at the entry level in this series must be enrolled in an accredited program working toward certification as a Nursing Assistant or listed or eligible to be listed on the Wisconsin Nurse Assistant/Home Health Aid Registry as described and mandated by Wisconsin ss. 146.401 and Wisconsin Administrative Code HSS 129.

Candidates for positions at the objective and advanced levels in this series must be listed or eligible to be listed on the Wisconsin Nurse Assistant/Home Health Aid Registry as described and mandated by Wisconsin ss. 146.401 and Wisconsin Administrative Code HSS 129.

IV. ADMINISTRATIVE INFORMATION

Modification of this class series was effective November 5, 2000, and announced in Bulletin CLR/SC-122. The specification was modified to insert an exclusion statement to eliminate references to the UWHC, to clarify that this series may not be used to classify positions at UWHC, and to update the format. No changes in class concepts occurred as a result of this modification. The specification was modified effective June 2, 2013, and announced in Bulletin OSER0324-MRS/SC to add a trainee allocation at the entry level for DVA positions and to remove remaining references to the UWHC.

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