



O*Net Occupational Review

Selected Criteria:

Occupation: **Nursing Aides, Orderlies, and Attendants**

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Occupation Description

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" and "Psychiatric Aides".

Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Nursing Aides, Orderlies, and Attendants**.

Occupation Specific Tasks:

- Administer medications and treatments, such as catheterizations, suppositories, irrigations, enemas, massages, and douches, as directed by a physician or nurse.
- Answer patients' call signals.
- Answer phones and direct visitors.
- Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment, or examination.
- Clean rooms and change linens.
- Collect specimens such as urine, feces, or sputum.
- Deliver messages, documents and specimens.
- Explain medical instructions to patients and family members.
- Feed patients who are unable to feed themselves.
- Maintain inventory by storing, preparing, sterilizing, and issuing supplies such as dressing packs and treatment trays.
- Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff.
- Perform clerical duties such as processing documents and scheduling appointments.
- Prepare, serve, and collect food trays.
- Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines.
- Provide patients with help walking, exercising, and moving in and out of bed.
- Restrain patients if necessary.
- Set up equipment such as oxygen tents, portable x-ray machines, and overhead irrigation bottles.
- Transport patients to treatment units, using a wheelchair or stretcher.
- Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores.
- Work as part of a medical team that examines and treats clinic outpatients.

Detailed Work Activities:

- administer enemas, irrigations, or douches to patients
- administer medications or treatments
- assist patient in walking or exercising
- assist patient with dressing, undressing, grooming, or bathing
- change linen
- clean rooms or work areas
- collect specimens from patients
- feed patients
- follow dental or medical office procedures
- instruct patient in use of supportive device
- instruct patients in methods to improve functional activities
- inventory medical supplies or instruments
- lift or transport ill or injured patients
- maintain dental or medical records
- observe patient condition
- position patient for therapy
- prepare medical treatment room
- prepare patients for tests, therapy, or treatments
- set up patient care equipment
- take vital signs
- use clinical sterilizing technique
- use massage therapy procedures
- use respiratory equipment
- weigh patients
- work with persons with mental disabilities or illnesses

I have read and discussed the above job duties as described above for a Nurse Aid, Orderly and Attendant with my Case Manager.

Participant Signature

Date

Case Manager Signature

Date