

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

GI (Gastro Intestinal) Assistant

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level	HE-04	6.840
Full-Performance Level	HE-06	6.841

Function and Location

This position works in the Endoscopy Section of a hospital or clinic and assists the Registered Professional Nurse and the physician on the Endoscopy team by performing a variety of tasks to ensure that necessary pre-procedural, intra-procedural and post-procedural activities are attended to. The position may be required to work on shifts including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Pre-Procedural:
 - a. Receive outpatients to the Endoscopy Unit under the direct supervision of the Supervisor/Endoscopy Registered Professional Nurse (RPN).
 - b. Assist patients to bed if necessary, assess bowel prep taken (if indicated) and NPO status maintained; assess that transportation post procedure has been arranged.
 - c. Identifies and safely transport patients to the Endoscopy Unit pre procedure as directed by the Registered Professional Nurse (RPN).
2. Intra-Procedural:
 - a. Assists physician with endoscopic procedure including but not limited to biopsies and polypectomies. Anticipates instrument, equipment and supply needs of the physician.
 - b. Provide assistance with procedure room set up and turnover.
3. Post-Procedural:
 - a. Process endoscopes with strict adherence to the cleaning and disinfecting GI Endoscopes policy and procedure.
 - b. Take vital signs during post procedure and communicates any change in patient condition to the Supervisor/Endoscopy RPN.
 - c. Discharge outpatients per wheelchair to responsible attendant.

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4. Materials/Equipment/Supplies:
 - a. Communicates effectively with Central Supply to obtain supplies in a timely manner.
 - b. Understands function and set-up of endoscopy equipment and assemble as needed.
 - c. Check and restock Endoscopy Unit, ensure adequate supplies are available. Orders storeroom supplies on a weekly basis.
 - d. Assist in counting inventory of special order items.
 - e. Communicate problems with equipment or supplies with the Supervisor/Endoscopy RPN.

5. Safety/Infection Control
 - a. Function as a team member in accomplishing room turnover within an accepted time frame.
 - b. Responsible for general upkeep of Endoscopy Unit to provide safe, clean and organized environment for patients/team members.
 - c. Follows safety standards.
 - d. Report unsafe equipment immediately.
 - e. Adhere to safety/infection control policies, procedures, and standards.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Willingly share knowledge that will develop and enhance the orientation process of new hires; maintain patient confidentiality; use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care; communicate and interact with patients and families in a positive and courteous manner; attend mandatory in-service training and unit meetings; remain current in policies, guidelines, procedures and standards of practice specific to areas of responsibility; work cooperatively with other staff

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members, departments and outside services; use of the principles of pain management in assisting each patient to be as comfortable and pain-free as possible by assessing, treating and educating patient and family; use of knowledge of different cultures to assess each patient's cultural specific needs and provide cultural specific treatment and care; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Knowledge of the policies, procedures and work rules of the work site. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below in providing the full range of services to the clientele of the work site, independently.

Controls Exercised over the Work

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically for completeness and compliance with instructions given.

Prerequisite Qualifications Required for the Entry Level

Experience and Essential Knowledge and Abilities: One (1) year of work experience in health facilities such as hospitals, clinics, health centers and other medically oriented institutions where the duties involved the observation and reporting of a variety of physical and/or mental symptoms and conditions, and/or treatment procedures. Ability to read, write, speak, understand and communicate effectively with others in English; follow oral and written instructions; establish and maintain effective relationships with staff, patients and others.

Certification Required: Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

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Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Sensory: Ability to read typewritten and handwritten instructions and reports in patient charts; distinguish shapes, colors and shades of color of surgical instruments and equipment; hear the conversational voice.
Coordination and Dexterity: Manipulative skills to assemble equipment and supplies.
Strength and Stamina: Lift, transfer and position patients; stand/walk for extended periods of time.
Mobility: Transport patient; move around cramped quarters; bend when stocking supplies.

(These requirements are supplemented by the Physical Requirements for the Nurse Aide classes.)

Prerequisite Qualification Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of work experience in an endoscopy unit. Such experience must have demonstrated knowledge of gastro intestinal sterile techniques, safety procedures and universal precautions; the observation and reporting of a variety of physical and/or mental symptoms and conditions, and/or treatment procedures. Ability to participate in the activities of the endoscopy team; respond quickly and take appropriate action in emergencies.

Substitution Allowed: Completion of a practical nursing curriculum from an accredited school substitutes for the experience required for the entry or full performance level.

Desirable Qualifications: Knowledge of personal care routines, a good working knowledge of basic first aid, standard adjunctive services, common symptoms of illness, some knowledge of basic medical, nursing terminology, and vocational relationships. Basic knowledge of endoscopic procedures, safety precautions and procedures for maintenance and care of endoscopic equipment.