

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Outpatient Clinical Assistant

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-04	6.837
Full Performance Work	HE-06	6.838

Function and Location

This position works in an Outpatient Clinic and assists the clinical licensed staff by performing a variety of tasks to ensure that necessary nursing care and related technical work are provided.

Key Duties and Responsibilities

1. Prepare patients for examination by dressing and gowning them for the examination. Assist physicians as needed in the examination of the patient (e.g., turn patient, hand instruments to physician, etc.).
2. Obtain, prepare and set up supplies and instruments to be used in the care and treatment of patients. As directed, perform or assist in the treatment.
3. Obtains patient history and vital signs; documents into record. Takes temperature, pulse, respiration, blood pressure, height and weight; accurately record on appropriate forms in patient's chart and report all abnormal readings or sudden changes to supervisor.
4. Collect and examine stool, urine, sputum, and other specimens and label appropriately. Conduct tests of urine for blood and sugar.
5. Perform skin preparations for application of aseptic dressings; apply slings and ace bandages. Fit and instruct patients in the use of crutches; apply eye patches; and assist with casting.
6. Apply oxygen via nasal cannula, simple mask and/or nebulizer mask, at the direction of the supervisor.
7. Inspect oxygen levels in tanks and replace or replenish tank, as necessary. Ensure that reserve supply of tanks is available.
8. Carry out cardiopulmonary resuscitation on patients in cardiac or respiratory arrest. Respond to emergency codes.
9. Adhere to safety/infection control policies and procedures. Report unsafe equipment.

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10. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
11. Communicate and interact with patients, families and co-workers in a positive and courteous manner.
12. Use the principles of growth and development of each patient's age-specific needs and assists in providing age-specific treatment and care.
13. Uses the principles of pain management in assisting each patient to be as comfortable and pain free as possible.
14. Uses knowledge of different cultural specific needs of each patient in assisting in treatment and care.
15. Assures that all equipment necessary for provision of care is readily available and in working order.
16. Reports incidents and unusual occurrences according to department policies.
17. Maintain the strictest confidentiality of all facility and facility-related employee information.
18. Follows all applicable rules, policies, laws, regulations and accreditation requirements.
19. Respond politely to all patient requests and inquiries.
20. Answer phones, take messages, pass information to other staff, and generally assist with all duties of clinic as appropriate.

Other Duties

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

Handle equipment and items correctly to insure usability and safety of supplies and materials; maintain adequate supplies in the patient rooms; clean, store, pack and autoclave equipment as needed; maintain an inventory of supplies and equipment to assure availability; store and stock supplies as directed; maintain awareness of where all supplies are kept and get, or put them away, accordingly; distribute supplies to rooms; transfers and transports patients as needed; observe and watch patient at all times, providing a safe environment through proper care

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and handling; notify appropriate personnel of patient's arrival to insure continuity of care and proper identification and observation; clean room and equipment; maintain patient flow; assist other clinical staff as needed; maintain and increase standards of performance and education by attending in-service meetings and assisting in staff development and revision of related procedures. Improvement process; attend and participate in training programs to keep abreast of current practices, policies, procedures, etc.; serve on hospital or nursing committees and participate in committee evaluation processes; and perform other related duties as assigned.

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

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to a caseload of patients. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A licensed clinical staff, (i.e., LPN, RPN, Physician, etc.) 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 instruction 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 to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for Entry Level

Experience and Essential Knowledge and Abilities: One (1) year of work experience which involved independently observing and reporting a variety of physical and/or mental symptoms and conditions and implementing care and/or treatment procedures for a case load of patients. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal

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signs and symptoms, etc.); first aid; patients' rights; universal precautions; infection control; body mechanics'; basic medical and nursing terminology; and the ability to read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; and assist in providing paraprofessional nursing care to patient receiving care on an outpatient basis.

Substitutions Allowed: Completion of a professional nursing curriculum from an accredited school substitutes for the experience required for the entry level.

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

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:

<p>Sensory: Read typewritten and/or handwritten orders and notes in patient charts; observe changes in patient skin color; hear through a stethoscope to measure a patient's blood pressure and listen for heart and lung sounds.</p>
<p>Coordination and Dexterity: Apply dressings, slings and bandages; possess good bilateral hand and finger dexterity in order to assist physician and/or nurse.</p>
<p>Strength and Stamina: Ability to stand, walk and stoop for extended period of time; lift, transfer, reposition, move patients; and subdue uncontrolled patients</p>
<p>Mobility: Move freely throughout the work setting and respond to emergency situations quickly.</p>

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

Prerequisite Qualifications Required for the Full Performance Level

In addition to the Entry Level Qualifications Required of All Employees:

Experience and Essential Knowledge and Abilities: One (1) year of progressively responsible work experience in a Outpatient Clinic or similar health institution setting receiving formal and/or on-the-job training in outpatient medical/surgical practices,

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techniques, procedures, equipment and supplies; and applying the knowledge gained by assisting professional nurses in the provision of care to outpatient patients. Such experience must have demonstrated knowledge of emergency medical practices, techniques and procedures; functional anatomy and human physiology.

Desirable Qualifications: Ability to handle emergency situations in a calm manner; ability to communicate and work effectively with distraught or agitated individuals.