HAWAII HEALTH SYSTEMS CORPORATION

Job Description — Emergency Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	**Pay Grade**	**HE-06**	**Job Code**	**6.786**
Full Performance	**Pay Grade**	**HE-08**	**Job Code**	**6.787**

Function and Location

This position works in the Emergency Room of an acute care hospital and is responsible for providing paraprofessional nursing care to emergency room patients. May be required to work on shifts, including evenings, weekends, and holidays.

Key Duties and Responsibilities

1. Take and monitor temperature (orally, rectally, or axillary), pulse, respiration and blood pressure; document on patient's chart, and report all abnormal readings or sudden changes to the RPN.

2. As directed by the RPN, take action to affect vital signs (e.g., sponging; alleviating respiratory complications by moving and turning of patient, administering oxygen, suctioning of mouth or nose, ventilating patient in respiratory failure with ambu-bag, elder valve, or external chest compressions).

3. Prepare patients for examination by dressing and gowning them for the examination. Assist physicians as needed in the examination of the patient (e.g., hold child for injection and lumbar punctures, turn patient as ordered, hand instruments to physician for suturing and procedures).

4. Obtain, prepare, and set up supplies and instruments to be used in the care and treatment of patients. Observe patients receiving I.V. solutions containing Lactated Ringer (L.R.) or Normal Saline (N.S.) and report any side effects to the RPN.

5. Collect and examine specimens and conduct point of care testing as needed while adhering to the current Point of Care policy and procedures. Label specimens appropriately, documents within the EMR, and prepare for diagnostic send out to the laboratory. Report all abnormal results to licensed personnel.

6. Collect blood and perform accucheck test. Report all findings to RPN or physician for evaluations.

7. Provide constant monitoring and measuring of intake and output.

8. As directed, administer enemas (soap suds, tap water, Fleet, and retention) and

suppositories.

9. Collect and examine stool, urine, and sputum specimens and label appropriately. Conduct tests of urine for blood and sugar.

10. As directed, perform or assist in splinting of extremities.

11. 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 patients needing traction.

12. Carry out cardiopulmonary resuscitation on patients in cardiac or respiratory arrest. Respond to emergency codes.

13. Apply compresses and dressing to burns, per physician orders.

14. Immobilize and extricate patients from a private vehicle or helicopter.

15. Subdue and physically restrain patients, as appropriate.

16. Inspect oxygen levels in tanks and replace or replenish tank, as necessary. Ensure that reserve supply of tanks is available.

17. Adhere to safety/infection control policies and procedures. Report unsafe equipment.

18. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.

19. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.

20. Communicate and interact with patients and families in a positive and courteous manner.

21. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

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

Perform catheterization to obtain sterile specimens, to relieve bladder distention, or to leave an indwelling catheter in a patient who has poor or no bladder control; irrigate or flush eyes; attach and operate cardiac monitoring equipment; observe electrocardiogram printout for abnormal arrhythmia readings; assist ambulatory patients in bathing; give bed baths and transport patients; take inventory and restock all supplies and equipment in accordance with established inventory levels; operate emergency communication equipment; initiate and complete lock out, tag out procedures for malfunctioning or damaged equipment; complete work orders; provide care to patients receiving care on an outpatient basis; work on other nursing units, as necessary; work on rotating shifts; attend unit meetings and in-service training, as directed; participate in fire and disaster drills; in emergent situations and as directed, may assist in the access of I.V. lines under direct supervision of an RPN; if trained, may remove I.V. catheters under direct supervision of an RPN; 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 the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

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 and unusual 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 the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: Two years of work experience which involved independently observing and reporting on a variety of physical and/or mental symptoms and conditions and implementing care and/or treatment procedures for a caseload of acute care patients.

Knowledge and Abilities: Must have demonstrated knowledge of basic nursing skills (e.g., taking vital signs, measuring output, recognition of abnormal 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 emergency room patients and patients receiving care on an outpatient basis.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of experience must have been obtained in a hospital emergency room and involved receiving formal and/or on-the-job training in emergency medical practices, techniques, procedures, equipment and supplies; and applying the knowledge gained by assisting professional nurses in the provision of care to emergency room patients.

Knowledge and Abilities: Must have demonstrated knowledge of emergency medical practices, techniques and procedures; functional anatomy and human physiology; use of emergency equipment and supplies; and the ability to evaluate the condition of an injured or sick patient; recognize life-threatening signs and symptoms; render a variety of emergency aid and treatment; and operate and maintain emergency equipment and instruments.

Substitutions Allowed:

a. Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for one year of experience required at the entry level.

b. Excess experience of the advanced level of pre-hospital and inter-hospital emergency care may be substituted on a year-for-year basis at the entry level.

c. Current registration as a Paramedic or Mobile Intensive Care Technician (MICT) by the National Registry of Emergency Medical Technicians

substitutes for one year of experience required at the entry or full performance level.

d. Current registration as an Emergency Medical Technician (EMT) by the National Registry of Emergency Medical Technicians and nine months of hospital emergency room experience substitutes for one year of experience required at the entry or full performance level.

e. Successful completion of a State of Hawaii-approved Emergency Medical Technician (EMT) - Basic training program and nine months of hospital emergency room experience substitutes for one year of experience required at the entry or full performance level.

Certification Required:

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

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

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

ADDENDUM ATTACHED

☐ Yes ☐ No