HAWAII HEALTH SYSTEMS CORPORATION

Job Description GI (Gastro Intestinal) Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	**Pay Grade**	**HE-04**	**Job Code**	**6.840**
Full Performance	**Pay Grade**	**HE-06**	**Job Code**	**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, ask if bowel prep was taken (if indicated) and NPO status maintained; ask if transportation post procedure has been arranged. Assist with changing patient; take patients vitals, height, and weight and document in EMR.

    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 patient positioning, 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. Discontinue I.V., Transport outpatients per wheelchair to responsible attendant.

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; 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 members, departments and outside services; 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 patients 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, 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

Education: High school diploma or the equivalency is preferred.

Experience: One 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.

Knowledge and Abilities: 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. 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.

Prerequisite Qualification Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in an endoscopy unit performing a variety of tasks to ensure that necessary pre-procedural, intra-procedural and post-procedural activities are attended to.

Knowledge and Abilities: 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; basic knowledge of endoscopic procedures, safety precautions and procedures for maintenance and care of endoscopic equipment. 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.

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 others.

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