

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

1.021

1.022

Class Specifications
for the Classes:

HEALTH UNIT COORDINATOR I & II
SR-11; SR-13; BU:03

HEALTH UNIT COORDINATOR I

1.021

Duties Summary:

Coordinates the activities in a nursing unit in a hospital or allied medical care facility which include performing a variety of administrative tasks directly and indirectly related to patient/resident care; and performs other related duties as required. Positions are subject to work on weekends and float to other units as needed.

Distinguishing Characteristics:

A position at this level receives formal and/or on-the-job training which provides them with knowledge of medical terminology; hospital policies and procedures; and applicable State, federal and other regulatory requirements. As these knowledges are gained, assignments which involve the application of such knowledges are made. Initially, a position in this class receives close supervision and guidance from the supervisor or other higher-level worker. Specific and detailed instructions as to the tasks to be performed and the procedures and guidelines to be followed are outlined at the time the assignment is made. Training and work assignments are closely and critically reviewed for compliance with instructions, thoroughness, accuracy, and application of established procedures and guidelines. As an employee gains competence and proficiency, supervision is gradually relaxed.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position).

Work closely with the nurses of the assigned unit, and learn how to carry out the physicians' orders accurately to become a significant part of the nursing care team; ensure patient/resident records are filled out and accurate; follow security measures to ensure patients'/residents' information is safe and confidential; manage discharge documents, patient/resident health history forms, admission and discharge documents and other paperwork; complete receptionist duties such as sending emails, answer phone calls, order supplies, schedule appointments, and place medical orders; greet

patients/residents, visitors, staff and other who enter the unit; learn how to input information into various computer programs; maintain unit operations by following guidelines, policies and procedures; adhere to infection control protocols and policies; other clerical duties such as preparing staff time sheets, recording unit meeting minutes, prepares maintenance or purchase order requisitions, operates a variety of office equipment, prepare or compile data for various reports, draft and/or type forms, memos, letter and other correspondence; other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Business English, spelling, grammar, and word usage; office practices and procedures; filing methods and systems; the operation and operational maintenance of various office appliances and equipment, including office copying machines; the use of computer equipment and software applications. Learn the nature and uses of medical terminology; electronic medical records; hospital policies and procedures; applicable State, Federal and other regulatory requirements.

Ability to: Plan and carry out a wide range of administrative functions, including various complex assignments; maintain an effective work pace under periodic deadlines; learn and apply pertinent statutory provisions, rules, regulations, policies and procedures; read and understand manuals and other detailed books of instruction; use of computers, word processing and other software applications; communicate effectively orally and in writing, and deal tactfully with others.

HEALTH UNIT COORDINATOR II

1.022

Duties Summary:

Independently coordinates the activities in a nursing unit in a hospital or allied medical care facility which include performing a variety of administrative tasks of a highly complex nature directly and indirectly related to patient/resident care; and performs other related duties as required. Positions are subject to work on weekends and may float to other units as needed.

Distinguishing Characteristics:

This class is responsible for independently performing a variety of highly complex administrative tasks in a nursing unit to assist in facilitating and coordinating the provision of quality medical care to patients/residents and to ensure that unit activities are carried out efficiently and effectively. Some originating and planning of work are required and carries out assignments and accomplishes work with substantial use of discretion.

An incumbent of a position in this class works under the general supervision of a nurse manager, clinical educator or designee and in accordance with established policies, guidelines, standards and procedures.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position).

A significant part of the nursing care team and work closely with the nurses of the assigned unit to ensure that physicians' orders are carried out accurately and that unit activities are coordinated effectively. Acts as the communications liaison between all the various departments in the health care facility, including nurses, physicians, other professional staff, ancillary staff, patients, and visitors. Organize unit transfers or appointments; coordinate medical procedures/imaging appointments with other departments; communicate information to patient and family members and coordinate contact to the medical professionals to answer their clinical questions. Ensure patient/resident records are filled out and accurate; follow security measures to ensure patients'/residents' information is safe and confidential; manage discharge documents, patient/resident health history forms, admission and discharge documents and other paperwork; complete receptionist duties such as sending emails, answer phone calls, order supplies, schedule appointments, and place medical orders; greet patients/residents, visitors, staff and other who enter the unit; help colleagues enter patient/resident data into computer system; maintain unit operations by following guidelines, policies and procedures; assists with Joint Commission preparation for the unit; assist and coordinate with organ donation request; coordinates ground and air ambulance transport; adhere to infection control protocols and policies; other clerical duties such as preparing staff time sheets, recording unit meeting minutes, prepares maintenance or purchase order requisitions, operates a variety of office equipment, prepare or compile data for various reports, draft and/or type forms, memos, letter and other correspondence; may provide training and guidance to, and assigns, reviews and evaluates the work of subordinates performing work comparable to the class Health Unit Coordinator I.

Knowledge and Abilities Required:

Knowledge of: Hospital policies and procedures; applicable State, Federal and other regulatory requirements; business English, spelling, grammar, and word usage; office practices and procedures; filing methods and systems; the operation and operational maintenance of various office appliances and equipment, including office copying machines; the use of computer equipment and software applications; office practices and procedures. The nature and uses of medical terminology and electronic medical records.

Ability to: Plan and carry out a wide range of administrative functions, including various highly complex assignments; maintain an effective work pace under periodic deadlines;

effectively manage multiple tasks; understand and apply pertinent statutory provisions, rules, regulations, policies and procedures; read and interpret manuals and other detailed books of instruction; use of computers, word processing and other software applications; communicate effectively orally and in writing and deal tactfully with others.

This is the first class specification for the classes, HEALTH UNIT COORDINATOR I and HEALTH UNIT COORDINATOR II effective February 16, 2023.

DATE APPROVED: Feb 15, 2023

JUANITA LAUTI
VP & Chief Human Resources Officer