

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Intensive Care Unit (ICU) Assistant

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-06	6.818
Full Performance Work	HE-08	6.819

Function and Location

This position works in the Intensive Care Unit (ICU) of an acute care hospital and is responsible for providing paraprofessional nursing care for ICU patients.

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, act 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, turn, support patient for examination or for procedures as ordered by physician or specialist, turn patient as ordered, hand instruments to physician for intubation and chest tubes, and procedures).
4. Obtain, prepare, and set up supplies and instruments to be used in the care and treatment of patients. As directed, assist in setting up for central lines in emergent situations, under the "direct supervision" of a RPN/physician.
5. Collect blood and perform accu check test. Report all findings to RPN or physician for evaluations.
6. Provide constant monitoring, measuring, collecting of intake and output.
7. As directed, administer enemas (soap suds, tap water, Fleet, and retention) and suppositories.
8. Collect and examine stool, urine, and sputum specimens and label appropriately. Conduct tests of urine for blood and sugar.
9. As directed, perform or assist in the wrapping to support extremities as directed by RN/physician.

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10. Perform skin preparations for application of aseptic dressings and ace bandages.
11. Carry out cardiopulmonary resuscitation on patients in cardiac or respiratory arrest. Respond to emergency codes.
12. Assist with early mobility with/without physical therapist.
13. Apply dressing wounds, per physician's orders.
14. Subdue and physically restrain patients, as appropriate.
15. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
16. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
17. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
18. Communicate and interact with patients and families in a positive and courteous manner.
19. 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; initiate and complete lock out, tag out procedures for malfunctioning or damaged equipment; complete work orders; work on rotating shifts; attend unit meetings and in-service training, as directed; participate in fire and disaster drills; and perform other related duties as assigned.

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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.

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 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

Experience and Essential Knowledge and Abilities: Two (2) 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. Such experience must have demonstrated knowledge of basic nursing skills (i.e., 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.

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

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tasks requiring these abilities, follows:

<p>Sensory: Distinguish changes in a patient's skin color; read typewritten and handwritten reports, instructions, and notes in patient charts; and hear through a stethoscope to measure a patient's blood pressure.</p>
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<p>Coordination and Dexterity: Apply dressings, slings, wraps, and bandages; ventilate patients with an ambu-bag, elder valve, or external chest compression.</p>
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<p>Strength and Stamina: Lift and carry patients in emergent situations, subdue and physically restrain uncontrolled patients.</p>

<p>Mobility: Move freely and quickly throughout the emergency room or intensive care unit to attend to frequently changing priorities and patient needs.</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 qualifications required at the entry level:

Experience and Essential Knowledge and Abilities

One (1) year of experience must have been obtained in an intensive care unit or hospital emergency room and involved receiving formal and/or on-the-job training in intensive care/emergency medical practices, techniques, procedures, equipment and supplies; and applying the knowledge gained by assisting professional nurses in the provision of care in the specified units. Such experience must have demonstrated knowledge of the medical practices, techniques and procedures; functional anatomy and human physiology; use of intensive care/emergency equipment (i.e. preparing and assisting with intubation, etc.), and supplies; and the ability to evaluate the condition of an injured or sick patient; recognize life-threatening signs and symptoms; render appropriate emergent/specified assistance/care emergency aid and treatment; and operate and maintain intensive care/emergency equipment and instruments (i.e. electric blanket, BAIRR hugger, Belmont (rapid blood transfusion machine), and EKG machine.

Substitutions Allowed:

- a. Completion of a practical nursing or professional nursing curriculum from an

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- accredited school substitutes for one (1) year of experience required at the entry level.
- b. Current registration as a Paramedic or Mobile Intensive Care Technician (MICT) by the National Registry of Emergency Medical Technicians substitutes for one (1) year of experience required at the entry or full performance level.
 - c. Current registration as an Emergency Medical Technician (EMT) by the National Registry of Emergency Medical Technicians and nine (9) months of hospital emergency room experience substitutes for one (1) year of experience required at the entry or full performance level.

Desirable Qualifications: Ability to handle emergency situations in a calm manner; ability to communicate and work effectively with acute, chronically ill, and agitated individuals.