HAWAII HEALTH SYSTEMS CORPORATION

Job Description — Imaging Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	**Pay Grade**	**HE-04**	**Job Code**	**6.830**
Full Performance	**Pay Grade**	**HE-06**	**Job Code**	**6.831**

Function and Location

This position works in the Imaging section of a hospital or clinic and is primarily responsible for assisting licensed technologists and specialists with patient related tasks. This includes preparing patients for exams; transporting patients to and from various departments/areas throughout the hospital; helping patients onto examination tables, assisting with movement of monitoring equipment, I.V. pumps, and ancillary equipment. The position may be required to work rotating shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Preparing patients for examinations—screening patient for identity using at least two patient identifiers, metal, surgeries, medical history, etc.; helping patients change, removing metallic objects prior to exam; placing patient in room and/or on exam table. Provide general information of modality and exam.

2. Assist in preparing/cleaning equipment, supplies and work area in accordance with infection control, policy and procedures and sterile techniques. May be required to be present during a procedure when there is only one technologist/specialist, in case assistance is needed.

3. Keep patient transport consistent - having inpatients in the department and ready for the procedure when scanner/or room becomes available. Ensure patients are returned back to their rooms quickly so as to reduce the amount of time they are waiting in the department.

4. As directed by the technologist/specialist, assist with positioning patient for exams and treatment; help lift patients. Assist with room turnaround for next patient, e.g., clean up, setup, sharps, linen, etc.

5. Assist with patient care in all areas of the Imaging Department. Communicate and interact with patients and families in a positive courteous manner.

6. Transport patients (via wheelchair, stretcher, or as an escort in cases where the patient is ambulatory) to and from clinical, ancillary, and support department areas, as directed by the supervisor.

7. Take purchase orders to and from purchasing/storeroom. Order supplies from storeroom as needed to keep shelves, cabinets stocked and clean. Rotate stock to reduce risk of expired stock, remove expired stock when needed.

8. Adhere to safety/infection control policies and procedures.

9. Report unsafe equipment.

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

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

12. Required to carry a Wi-Fi phone, beeper, pager or other communication device during work hours.

Other Duties

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

When requested, answer telephone and performs simple clerical work. Collect and deliver mail, inter/intra-departmental correspondence. Assist in transporting specimens to the lab or to the biohazard room for disposal and perform other duties as assigned.

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

Demonstrated proficiency in the application of all 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

Imaging Director/Supervisor or designee provides supervision over this 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 to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: One year of work experience in a biological, chemical, or medical laboratory or clinic which provided the applicant with some knowledge of general anatomy, clinical procedures, and of methods and techniques of handling injured or ill patients.

Knowledge and Abilities: Must have demonstrated knowledge of human anatomy and body mechanics; the ability to read, write, speak and understand simple sentences in English; follow oral and/or written instructions precisely; demonstrate poise and tact in dealing with a wide range of patients with different illnesses and injuries; interact patiently and respectfully with staff, patients and visitors; and maintain records.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective was to assist licensed technologist with patient related tasks.

Knowledge and Abilities: Must have demonstrated knowledge of any of the following: magnetic resonance imaging, computed tomography, ultrasonography, nuclear medicine, radiography, angiography, and echocardiography; preparing patients for exams; the ability to understand and carry out oral and written instructions, establish and maintain cooperative working relationships with patients and staff and the ability to assist in any of the imaging modalities listed.

Substitutions Allowed:

a. Completion of courses in human anatomy such as biology may be substituted for the entry-level experience.

b. One year of work experience as a nurse aide in a clinic or hospital may be substituted for the entry-level experience.

c. Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the entry level experience.

Certification Required:

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

Desirable Qualifications: Patience, tact, an even temperament in meeting and dealing with others, positive attitude, self-motivated, productive work habits and a “team player”.

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 accommodation.

ADDENDUM ATTACHED

☐ Yes ☐ No