




HAWAII HEALTH SYSTEMS
C O R P O R A T I O N
Quality Healthcare For All

P - 037

MEMORANDUM

DATE: March 16, 2018

TO: Ryker Wada, Interim Director of Human Resources Development, State of Hawaii
Dee Wakabayashi, Human Resources Director, Judiciary
Carolee C. Kubo, Director of Human Resources, City & County of Honolulu
David J. Underwood, Director of Personnel Services, County of Maui
William V. Brihante, Jr., Director of Human Resources, County of Hawaii
Janine M.Z. Rapozo, Director of Human Resources, County of Kauai
Cynthia A. Covell, Assistant Superintendent, Department of Education

FROM: Juanita Lauti 
Chief Human Resources Officer

SUBJECT: Notice of Amendment to Class Specifications

This is to inform you that the class specifications for the following classes have been amended:

Code No.	Title	Pay Grade	BU
6.830	Imaging Assistant Entry	HE-04	10
6.831	Imaging Assistant FP	HE-06	10

Should you have any questions, please contact Ann Nagamine, Human Resources Specialist at 733-4462.

Attachments

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Imaging Assistant

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-04	6.830
Full Performance Work	HE-06	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/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, IV pumps, and ancillary equipment. The position may be required to work rotating shifts, including evenings, and weekends and holidays.

Key Duties and Responsibilities

1. Preparing patients for examinations—screening patient for identity using at least two (2) 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, i.e., 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.

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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.

Controls Exercised over the Work

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.

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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

Experience and Essential Knowledge and Abilities: One (1) 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. Such experience 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.

Substitutions Allowed:

1. Completion of courses in human anatomy such as biology may be substituted for the entry-level experience.
2. One (1) year of work experience as a nurse aide in a clinic or hospital may be substituted for the entry-level experience.
4. Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the entry level.

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 tasks requiring these abilities, follows:

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<p>Sensory: Must be able to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily.</p>
<p>Coordination and Dexterity: Properly operate/maneuver wheelchairs, gurneys; stooping, kneeling and crouching, reaching, handling and fingering supplies and data is required.</p>
<p>Strength and Stamina: Considerable demands for physical effort and the ability to lift fifty+ (50) pounds with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds, position and/or move patients; (push/pull patients may exceed 50 pounds).</p>
<p>Mobility: Transport patients throughout the hospital; move freely throughout the work setting.</p>
<p>Hazards: May be exposed to infectious diseases or hazardous substances. Exposure to magnetic/RF, Ionizing Radiation hazards on a daily basis.</p>

(These requirements are supplemented by the Physical Requirements Specifications, for 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 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. Such experience 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. The ability to assist in any of the imaging modalities listed.

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