

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Psychiatric Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-04	Job Code	6.767
Full Performance	Pay Grade	HE-06	Job Code	6.768

Function and Location

This position works in the psychiatric unit of an acute care hospital which provides acute adult and adolescent psychiatric services. The position serves as part of the treatment team and is involved in planning, organizing and conducting adjunctive services (recreational and diversional activities) which involves the implementation of moderately complex therapeutic procedures and the application of various techniques in patient care services. The position also provides a variety of personal care and nursing services to patients in the unit. The position may be required to work on shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Orientation and Companionship
 - a. Orient patients to the hospital setting, rules and regulations, patient rights and treatment team system.
 - b. Perform as a companion for newly admitted patients to establish rapport and facilitate a social network with other patients on the unit.
2. Assessment and Planning
 - a. Take temperature, pulse, respiration, blood pressure, height and weight. Monitor seclusion/restraint status. Record observations/findings in patient's chart. Observe patient's physical and psychological needs and report findings to the charge nurse.
 - b. Participate as a member of the treatment team and provide input into the formulation of patients' master treatment plans.
 - c. Provide input and assist in planning therapeutic interventions in situational crises.
 - d. Participate in/conduct daily community meetings with team members to set goals for the day.

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3. Implementation and Evaluation

- a. Implement training for patients in developing self-help skills such as toileting, feeding, bathing, dressing, basic oral hygiene and other activities of daily living.
- b. Implement adjunctive services (recreational and diversional activities) planned and developed by the RPN, Recreational Therapist and/or Occupational Therapist for the general therapeutic milieu of the unit.
- c. Maintain a safe and therapeutic milieu for patients and employees at all times. Report and initiate corrective measures of any known unsafe environmental conditions.
- d. Monitor contraband materials and enforce unit rules and regulations at all times.
- e. Evaluate, with the charge nurse and other team members, the effectiveness of approaches utilized in crisis intervention during the shift.
- f. Assist in the evaluation of patients' conditions and progress based on their master treatment plans.

Other Duties

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

Admit, transfer and/or discharge patients; assist in emergency procedures such as fire escape and drill (e.g., Code Red, Code Yellow, etc.), seclusion and restraints, patient searches, bomb threats and disaster drills, etc.; transport/escort patients as assigned; provide physical care to patients who are physically and/or emotionally unable to take care of themselves; attend in-service and other continuing educational programs; temporarily work on another unit, as necessary; complete all mandatory training programs and maintain current certification in CPR; participate in hospital-wide quality assurance and infection control activities; participate in research surveys, etc.; 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,

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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 or procedures.

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 hospital or other medically oriented institution or program where the primary or basic objective was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients.

Knowledge and Abilities: Must have demonstrated knowledge of basic spoken and written English; basic nursing skills (e.g., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); patients' rights; infection control; body mechanics; basic medical and nursing terminology; and the ability to read, write, speak and understand English; learn and apply general behavioral and psychiatric principles; establish effective therapeutic relationships with psychiatric patients; follow directions; keep appropriate records; and analyze situations accurately and take effective action.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

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Experience: One year of work experience in a mental health facility/unit which involved learning and performing selected therapeutic activities under the supervision of a qualified professional.

Knowledge and Abilities: Must have demonstrated knowledge of behavioral characteristics associated with various types of mental health problems; general behavioral and psychiatric procedures; mental health principles and techniques involved in the care and treatment of individuals or groups of mentally ill patients; intervention and de-escalation techniques; common side effects of psychiatric medications; and the ability to assist and participate in the activities of the treatment team; and independently provide adjunctive services (recreational and diversional activities) to a caseload of psychiatric patients.

Substitutions Allowed:

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 months of employment.

Desirable Qualifications: Certified Crisis Prevention Institute (CPI), Psychology Assessment Resource Tool (PART), Mandt Training (crisis intervention and workplace safety) or Conflict, Prevention, Management and Resolution (CPMR); familiar with 12 step program (overcome addictions and compulsive behaviors); Certified Nurse Assistant (CNA).

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