

State of Hawaii

Job Description **Para-Medical Assistant - Community Health**

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-2	6.721
Full Performance Work	HE-4	6.722

Function and Location

This position works in a community health nursing program which provides a variety of health/nursing services to the community, families and individuals.

The primary purpose of this position is to perform a variety of nursing support tasks in accordance with established procedures within a community health program. The work often involves field work to follow up with and/or provide personal care services to clients/families.

Key Duties and Responsibilities

1. Take temperature, pulse, respiration, blood pressure, height and weight. Accurately record findings in the patient's record.
2. Perform various screening tests (e.g., vision, hearing, developmental, and nutritional) with a high degree of accuracy and reliability; accurately document and report findings to the Registered Professional Nurse and jointly plan for referrals, linkages, and follow up.
3. Review immunization records and make referrals to resources to assure that immunizations are completed.
4. Coordinate, deliver, observe and monitor the intake of medications by patients.
5. Accurately document patient information, observations and findings in patient records on a timely basis.
6. Maintain client confidentiality at all times and adhere to client's rights to informed decision making.

State of Hawaii

Job Description Para-Medical Assistant - Community Health

(Position Description, Class Specification & Minimum Qualification Requirements)

Other Duties

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

Prepare the setting for clinic and other group activities (i.e., transport records and supplies and assure that necessary equipment and supplies are available and in working order); assist caregivers by demonstrating bathing and safety techniques, full range of motion exercises, simple bladder training, etc.; perform bathing, feeding and other personal care services until other resources are available; perform reception and clerical activities at the office and at select clinics; make follow-up telephone contacts, office and/or home visits; assist the client/family access health services by obtaining and/or completing application forms for services; store and transport laboratory specimens; transport scaled biohazard containers to the laboratories for proper disposal; fill gas in State vehicles and report car problems to appropriate person; and perform other related duties as assigned.

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

Knowledge of the policies, procedures and work rules of the work site; the purpose of various screening tests and the proper administration of such tests; and demonstrated proficiency in the application of all of the knowledge and abilities required in providing the full range of services to the patients of the program(s), independently.

Controls Exercised over the Work

A Registered Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions and training; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

State of Hawaii

Job Description **Para-Medical Assistant - Community Health**

(Position Description, Class Specification & Minimum Qualification Requirements)

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees work independently and seek assistance from the supervisor when questions regarding policies and procedures arise and when clarification in handling a situation is needed.

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 the provision of safe, quality care and proper adherence and implementation of policies, procedures, and protocols.

Entry Level Qualifications Required

Knowledge of: Personal hygiene and bodily care.

Ability to: Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

Driver's License: Applicants must possess a valid State of Hawaii Driver's License, Type 3.

Personal Characteristics: Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

State of Hawaii

Job Description **Para-Medical Assistant - Community Health**

(Position Description, Class Specification & Minimum Qualification Requirements)

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:

<p>Sensory: Read typewritten and/or handwritten notes in patient charts; observe changes in patient skin color; observe patients participating in recreational activities; hear through a stethoscope to measure a patient's blood pressure.</p>
<p>Coordination and Dexterity: Assist patients with personal care activities (e.g., bathing, dressing, toileting, etc.).</p>
<p>Strength and Stamina: Lift, assist, and transfer patients; transport patients; and subdue uncontrolled patients.</p>
<p>Mobility: Chase a runaway patient; move freely throughout the work setting; and respond to emergency situations quickly.</p>

Prerequisite Qualifications Required for the Full Performance Level

In addition to the Entry Level Qualifications Required:

Experience and Essential Knowledge and Abilities: One (1) year of work experience in a health facility such as a hospital, clinic, health center or other medically oriented facility where the primary or basic objective was to provide for the maximum physical, mental and/or emotional health of the patient and where duties involved:

- a. The observation and reporting of a variety of physical and/or mental symptoms and conditions; and/or
- b. Implementing care and/or treatment procedures.

Such experience must have demonstrated knowledge of universal precautions; infection control; working knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); and common medical and nursing terminology; and the ability to independently provide a variety of nursing support services to an assigned caseload of patients/clients; provide screening tests with a high degree of reliability and accuracy; and assist and participate in the activities of a treatment team.

State of Hawaii

Job Description Para-Medical Assistant - Community Health

(Position Description, Class Specification & Minimum Qualification Requirements)

Substitutions Allowed: Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

Desirable Qualifications: Convey a positive attitude toward learning and adaptation to an ever changing health care environment; able to seek out learning opportunities to enhance knowledge and skills; show respect and be sensitive to cultural issues that impact on client/patient/family health status, as well as the varied client population served; demonstrate flexibility; ability to enter data into a computer data base with a high degree of reliability and accuracy.

Revised Effective: December 16, 2006