

STAMFORD HEALTH SYSTEM

JOB DESCRIPTION

TITLE Clinical Assistant
DEPARTMENT Nursing
REPORTS TO Nursing Manager
EDIT DATE 8/2017

For Human Resource use only

SALARY RANGE

JOB #

FLSA Non-exempt

EEO

AAP

GENERAL JOB SUMMARY:

Coordinate and deliver patient care utilizing the direction of licensed nursing personnel and following all established standards of practice within State and Federal guidelines. Act as preceptor to new staff and/or students as requested. Adhere to all Stamford Hospital's policies and procedures, including the Code of Conduct and Corporate Compliance Program. Provide safe and therapeutic care using the values inherent in our hospital culture.

CORE COMPETENCIES/CRITICAL RESPONSIBILITIES:

A. Clinical Excellence

- a. Provides direct patient care to a select group of patients and advocates on their behalf. Includes:
 - i. Bathing, dressing, undressing, bed pans, urinals,(toileting), mouth care/grooming and shaving as directed by licensed nurse
 - ii. Taking vitals and intake and output, as directed (Blood glucose monitoring, EKG)
 - iii. Collecting food trays, providing water pitchers and feeding as guided by licensed nurse
 - iv. Changing room linens and tidiness of room
 - v. Directing visitors as needed
 - vi. Constant observation &/or remote video monitoring as needed
 - vii. Assisting with transferring patient with ambulation, turning and positioning & chair
 - viii. Assists with adjunct therapies such as enemas, heat packs, ice packs, sitz baths as directed.
 - ix. Phlebotomy as directed and to policy.
- b. Assists with assessment of patient's physical and psychosocial condition with reports to licensed nurse.
- c. Supports and promotes hospital-wide and unit specific initiatives & goals (e.g. Planetree, Magnet, hourly rounding etc.)
- d. Practices and promotes patient safety and quality of care with continual communication with licensed nurse.
- e. Documents pertinent information, observations and all aspects of patient care clearly, concisely and in a timely manner.
- f. Assists with education process for patients and families.
- g. Adheres to hospital and department specific dress code policy.
- h.

B. Service Orientation and Customer Focus

- a. Respects and protects the patient's rights to confidentiality and privacy and discloses information only for professional purposes with collaboration of licensed nurse.

- b. Performs service recovery and communicates as a care team to achieve the desired patient outcome.
 - c. Collaborates with patient, family and healthcare team in implementing plan of care as a liaison of the hospital and healthcare team.
 - d. Maintains high standards of service to patients, physicians and other hospital departments.
 - e. Displays a positive attitude and works to achieve an environment of respect, accountability, teamwork, integrity, and compassion. Does not support or take part in disruptive or negative behavior.
 - f.
- C. Planning, Prioritizing, Problem Solving and Decision Making
- a. Communicates any assessed change in clinical presentation to licensed nurse.
 - b. Complies with hospital attendance policy and department staffing policy and rotations.
 - c. Ability to manage multiple competing tasks, develop effective plan for accomplishing daily tasks and manage priorities and allocation of available resources along with care team.
 - d. Responds to crisis in a calm, efficient manner, directing others concisely.
 - e. Participates in ongoing regulatory readiness compliance.
- D. Communicating Effectively/Delegation
- a. Communicates effectively with all members of the health care team and related departments to provide accurate information about the care of the patients.
 - b. Keeps all unit caregivers informed of issues and policies that affect patient care or nursing practices by actively participating in the shared governance.
 - c. Formulates and maintains effective working relationships with peers, managers and other team members
 - d. A clear direction and collaborates responsibility when appropriate.
 - e. Performs duties as assigned or requested in order to maintain a high level of service.
- E. Technical Knowledge
- a. Ability to utilize, navigate and provide instruction on the electronic medical record.
 - b. Maintains equipment and utilizes supplies in a safe, cost effective manner.
 - c. Completes required continuous training and education, including department specific requirements
 - d. Cross trained to the patient care attendant role. See PCA Job description

UNIT SPECIFIC COMPETENCIES & REQUIREMENTS:

Will be provided on orientation to the unit.

QUALIFICATIONS REQUIRED:

- 1) Minimum of high school diploma, GED or equivalent.
- 2) Must have one of the following:
 - Certified from a CNA program
 - Enrolled in an accredited nursing program having completed core nursing curriculum for ADLs' as part of clinical rotations
 - A graduate of a foreign nursing program
 - A graduate of an accredited nursing program, having failed board licensure (2 chances)
- 3) Heart saver or equivalent required.

PATIENT POPULATION SERVED (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Adolescence (13-17 years) |
| <input type="checkbox"/> Neonate/Infant (Birth to 1 year) | <input checked="" type="checkbox"/> Adult (18-64 years) |
| <input type="checkbox"/> Pediatric/Early Childhood (1-12 years) | <input checked="" type="checkbox"/> Geriatric (65 plus years) |

MANUAL SKILLS:

Significant portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity (eg typing, equipment operation, administration of nursing care).

PHYSICAL EFFORT:

Mobility is necessary to provide patient care. Physical effort is required to assist patients with transfer and ambulation, which may involve lifting, pushing and pulling patients. Hearing within normal range is necessary in order to properly conduct assessments. Must be able to endure prolonged periods of standing and walking.

PHYSICAL ENVIRONMENT:

Regular exposure to blood/body fluids, chemicals and equipment used in the treatment of patients. Significant portions of daily assignments involve occupational risks such as cuts, needle puncture, exposure to toxic chemicals, injuries from falls or back injury sustained while assisting with moving, lifting or positioning patients, equipment or materials. May be required to manage the care of patients during altered states of consciousness and to perform physically demanding patient care.

Revised and Reviewed 08/17