



JOB DESCRIPTION

TITLE: Care Partner II
DEPARTMENT: SOU
REPORTS TO: Director of Short Stay Outpatient Unit
FLSA: Non-Exempt

SUMMARY OF JOB:

Assists nurses and physicians with patient care. Provides unit secretarial services.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

WHEN ASSIGNED AS CERTIFIED NURSING ASSISTANT:

1. Meets basic patient care needs and reports to nursing staff by:
 - a. Responding to signal lights, bells, intercom system, and bed/tab alarms to determine the patients' needs.
 - b. Giving care and assistance to patients in respect to their personal hygiene, grooming activity, comfort, rest, nourishment and other health needs.
 - c. Ensuring meals are ordered within dietary restrictions and collects food trays, feeds patients requiring help, and documents all nutritional and supplemental intake per unit protocols.
 - d. Transporting patients or assisting patients to ambulate per physician orders.
 - e. Turning and repositioning patients every two hours as indicated, alone or with assistance, to prevent skin breakdown and pressure ulcers.
 - f. Applying compresses, ice bags, ted hose, scds, K-pads as indicated.
2. Completes basic patient data gathering by:
 - a. Takes, records, and reports to RN temperature, blood pressure, pulse (O2 saturation) and respiration rates, height and weight, food and fluid intake/output as directed. Reports abnormal findings immediately to responsible nurse.
 - b. Obtains fingerstick BG and reports results to RN. Reports abnormal findings immediately to responsible nurse.
 - c. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy.
3. Maintains safe and clean environment within the patient and nursing unit by:
 - a. Changes bed linens, directs visitors, and answers telephone.

- b. Picks up and organizes/stocks patient rooms as needed.
- c. Maintains therapeutic environment in patient service areas.
- d. Reports malfunctioning equipment, removes from use and files work order to assure proper operation.

WHEN ASSIGNED TO WARD SECRETARY:

1. Completes secretarial duties under the direction of professional nursing staff
 - a. Enters the physicians or L.I.P. orders in patient chart by utilizing Meditech order entry system, Medication Administration Records (MARs), and Meditech nursing module.
 - b. Prepares charts for admissions, discharges, and transfers.
 - c. Transcribes medications accurately onto the MAR
 - d. Obtains medical records as requested.
 - e. Schedules procedures under order of provider.
 - f. Assures valuables sheet is complete on each admission.
 - g. Maintains chart forms availability and breaks down charts after patients have been discharged.

2. Maintains the nursing station and provides clerical and nursing support by:
 - a. Answers telephone and intercom calls and provides information or relays messages to nursing staff (using pager/tracker system), patients and medical staff.
 - b. Directs visitors to patient rooms.
 - c. Schedules provider appointments for inpatients who are being discharged as ordered.
 - d. Scans all orders to Pharmacy and stamps them as such.
 - e. Notifies RN's, LPN's, and assistants of new orders as appropriate.
 - f. Assembles admission, transfer and discharge packets as needed.
 - g. Monitors call system.
 - h. Assists staff with patients as required.
 - i. Assists with projects as directed.
 - j. Performs clerical duties as assigned.

3. Maintains the environment of the nursing unit by:
 - a. Participates in maintaining a professional, organized, clean department and safe work environment.

Notify the department leaders and/or supervisors of any event that may cause processes to negatively affect patient care or processes.

Must be able and willing to cross train functions in other departments.

Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent; six (6) months of Certified Nursing Assistant experience or Ward Secretary training preferred

OR

equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current Colorado Certified Nursing Assistant

Current BLS

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as medical charts, safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

- Attends annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date