



DIVISION SCOPE OF SERVICE

Division: NORTH TEXAS
Classification: UNIT ASSISTANT
Applicant Name:

<p>Unit Assistant: The Unit Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Unit Assistant is responsible for assisting the nurse to ensure the delivery of quality patient care in the unit. Scope of Service may include:</p> <ul style="list-style-type: none"> • Assists in morning set-up of the unit by: making bicarbonate; bringing machines into conductivity, checking patient census, keeping unit clean and free of trash and dust. • Accurate documentation of safety checks. • Assists with placement only of cardiac monitoring leads. Does not do documentation. • Measures patient's temperature, blood pressure and obtains weight from patients' health record. • Prepares patients records for the current day's schedule. • Assists with preparing lab slips and collection tubes. Coordinates specimen pick-up with the lab. • Turns, repositions, and assists patients as needed. • Inputs orders and charges into the computer and assists physicians with computer reports. • Additional responsibilities include, but not limited to: answering phones, changing bed linens, greeting visitors, running errands, ordering office supplies and printing off reports/lab results. • Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct supervision by physician or unit nurse • Indirect supervision department manager or designee <p>Evaluator: Department manager or designee in conjunction with supervising physician or licensed independent Practitioner</p> <p>Tier Level: 3</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School diploma or GED • American Heart Association or Red Cross health care provider BLS Certification <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Successful completion of medical terminology course preferred <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A



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Experience:

- **One** of the below experience required:
 - Prior Patient Care Technician/Assistant experience
 - On the job training of at least 1 to 2 years

Competencies:

The Unit Assistant will demonstrate:

- A safe environment for patients and Accurate patient information review and evaluation
 - Uses at least two ways to identify patients before initiating documentation in the medical record
 - Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process if acting as a scribe for the procedure
 - Accesses the patient medical record appropriately
 - Maintains confidentiality and privacy in accordance with HIPAA regulations
- Documentation in the medical record
 - Documents in the medical record according to:
 - Facility standard / policy
 - Local, state and federal regulatory guidelines for documentation
 - Organizes, maintains and coordinates clinical documentation related to patient care
 - Demonstrates proficiency in clinical documentation through use of electronic devices
 - Demonstrates proficiency in using multiple clinical documentation forms in the medical record
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE) when required
 - Required immunizations per Division requirements
 - Complies with Isolation precautions
 - Maintains sterile field
- Training
 - Must possess a basic knowledge of computer skills and facility specific computer programs

References:

N/A

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____