

JOB DESCRIPTION

Region: *	Southern California	Date Created: * Date Revised: *	2006-01-01 2011-09-28
Job Title: *	Hospital Aide I	Job Reports To (Title) *	

To Be Completed By HR Compensation			
Job Code: *	36300	Exemption Status: *	Non-Exempt

Job Family:	Patient Care Srvs (Non-Nurse)	Union/Non-Union:	Union
Job Grade:	34	EEO Category:	9A

Job Summary * (In three or four sentences summarize the job's purpose and primary focus.)
Under indirect supervision transports patients, laboratory specimens, medical supplies and equipment within the in-patient units; assembles and maintains required equipment; and performs related duties.

Major Responsibilities/Essential Functions * (In order of importance, list primary job duties this position is responsible for achieving. Each statement should relate to an end result or objective.)	Estimated % of Time Spent
<p>Upholds Kaiser Permanente's Policies and Procedures, Principles of Responsibilities and applicable state, federal and local laws.</p> <p>Transports patients by assisting or lifting individuals onto gurneys or into wheel chairs and transports to prescheduled appointments within acceptable time standards and safety procedures. Collects and delivers medical equipment, supplies, laboratory specimens, and Central Processing materials as requested. Establishes and maintains courteous, cooperative relations with patients by reassuring patients and explaining the purpose of the transport. Checks oxygen tanks for leakage and level of oxygen in the tank. Replaces empty tanks, and checks and requests services on departmental gurneys, wheel chairs, and oxygen carriers through Plant Services. Assists physicians, nursing personnel, and other medical professionals as needed in the care or treatment of patients. Maintains prescribed standards of cleanliness in the work place. KP Service Standards: Follows LMP's ABC's: Takes Initiative: Positive first impression, ask how you can help and give information Take Responsibility: Solve problems, resolve conflict, assume ownership Take Care: Protect confidentiality, show respect, value differences, and show empathy Take Pride: Neat work area, low noise, be professional, support your team and KP. Performs other related duties as needed or directed by the department manager and/or seniors.</p>	100%
<p>Exhibits standards of competencies in the delivery of care by preparing and transporting patients to their destination in a timely, safe, and efficient manner. Demonstrates competencies of all medical equipment used in transporting patients. Demonstrates competencies in the use of the Automated Dispatch System (VIP, Patient Tracking System). Sets priorities according to most emergent needs on an ongoing basis. Demonstrates an understanding of the cognitive, physical, emotional, and chronological maturation process in delivery of services to patients of the age group served. Insures patient is prepared for transportation in accordance with safety requirements indicated in department policy. Recognizes and clarifies inappropriate orders. Routinely takes usual and special precautions relative to the age, medical history, condition of the patient, and the type of treatment being given. Calls VIP to receive assignments Obtains the following information prior to dispatch: patients name, Room Number, destination, isolation precautions, mode of transportation, equipment needed. Documents all requests and special instructions on trip cards in a timely, legible, comprehensive and accurate manner. Observes all applicable Regional, Medical Center, and department policies and procedures. Maintains current CPR, BLS for the Health Care Provider or equivalent program. Keeps current with fire and safety regulations and procedures. Follows Universal Body Substance Precautions and Infectious Waste protocols. Completes and maintains a current annual health screening (PPD). Adheres to Attendance Policy, Time System policy, Personal Phone Call policy, Dress Code policy, Computer Security policy. Displays clearly visible Kaiser Identification Badge stating name, title, and department. Participates in education/orientation of other staff. Accountable for all content of staff meetings/in-service presentations by attendance or reviewing minutes.</p>	0%
<p>Maintains prescribed standards of cleanliness in workplace. Identifies learning needs of team members and provides instruction to increase staff effectiveness. Provide directions: provides clear direction and priorities; clarifies roles and responsibilities. Influences others: Asserts own ideas and persuades others; gains support and mobilizes people to take action. Foster Teamwork: Fosters collaboration among team members and uses teams to address relevant issues. Motivate Others: Encourages others to achieve; creates enthusiasm,</p>	0%

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a feeling of investment, and a desire to excel. Champion Change: Challenges the status quo and champions new initiatives; acts as a catalyst of change and stimulates others to change; paves the way for needed changes; manages implementation effectively. Provides performance input: Accurately assesses strengths and development needs of employees; gives timely, specific feedback to manager.	
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Job Qualifications *
Minimum Education (Indicate minimum education or degree required.) High School Diploma or the equivalent. Maintains current CPR certification
Preferred Education (Indicate preferred education or degree required.)
Minimum Work Experience and Qualifications (Indicate minimum years of job experience, skills or abilities required for the job.) At least six (6) months experience as a Certified Nursing Assistant (CNA) or Hospital Aide in an acute care setting or equivalent; or completion of one (1) academic year in an accredited nursing program that includes clinical experience. Heavy Physical demands. Frequent pulling, pushing and lifting of supplies and equipment; occasional assistance in positioning of patients. Walking and standing most of the time on duty. Standard Medical equipment and equipment used in transporting patients
Preferred Work Experience and Qualifications (Indicate preferred years of job experience, skills or abilities required for the job.)
Required Licensure, Certification, Registration or Designation (List any licensure or certification required and specify name of agency.)
(Empty space for licensure/certification details)

Disclaimer, Compliance and Service Language-Do Not Edit
<p>DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.</p>
<p>COMPLIANCE & INTEGRITY: Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and Kaiser Permanente's policies and procedures.</p> <p>Models and reinforces ethical behavior in self and others in accordance to the Principles of Responsibility; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments.</p> <p>All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.</p>
<p>SERVICE & QUALITY: In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the Kaiser Permanente Service Quality Credo, the KP Mission as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our members, and to purchasers, contracted providers and vendors.</p>
<p>WORKPLACE SAFETY: In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately.</p> <p>Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment</p>