Job Title: Health Advocate – Inpatient
Department: Post Anesthesiology Recovery Ward 70 & 80

Job Summary
The Health Advocate - Inpatient assists the professional nurse in the provision of patient care needs according to the plan of care. Takes responsibility and accountability for learning and adhering to hospital/nursing policies and procedures, care of the environment and supplies and equipment within the scope of training. Performs other duties as assigned.

Typical Duties
- Interfaces daily with patients. Nurses, Nurse Coordinator, Divisional Nursing Director, Support Staff, and Physicians.
- Prepares patient rooms and patient beds for receiving admissions, returning surgical patient, transfer, or emergencies.
- Provides nursing care (bath, changing of bed linens, dressing patient) and other general care, as necessary throughout the day to assure patient's physical comfort.
- Provides evening care, AOL's and other general care needed to assure patient comfort.
- Takes and records temperature, blood pressure, pulse, respiration, weight, height in an accurate and precise manner.
- Measures and records intake and output in an accurate and precise manner.
- Assists with pre and post-operative care, such as positioning patient, lifting and turning patient with proper body mechanics, ambulating patients and applying/utilizing special equipment as necessary.
- Assists and accompanies patient in the admission, transfer and discharge process while assuring comfort.
- Participates in nursing reports by receiving and contributing to status report of patients.
- Performs treatment procedures such as enemas, surgical skin preparations and application of ice packs and heat assuring patient comfort.
- Prepares patients for meals, assists in feeding patient if necessary, and distributes water and other nourishments according to patient needs.
- Performs general care activities for patients in isolation.
- Provides close observation care to patients.
- Provides post-mortem care.
- Makes rounds, anticipates patient needs, and responds to patient call lights promptly.
- Collects specimens, labels properly and transports to proper area in a timely manner.
- Reports to appropriate nursing personnel pertinent information including any changes observed in condition or behavior of patient.
- Assists in maintaining a safe and clean environment by keeping order in patient rooms, reporting equipment that is out of order, cleaning equipment (as assigned) and distributing unit linen and supplies.
- Documents appropriate patient care Information in a clear legible, concise manner.
Typical Duties continued
- Washes hands before and after each patient contact.
- Adapts to change in workload or patient assignments.
- Recognizes and responds to priorities in patient care.
- Performs assigned duties independently, willingly cooperates.
- Assists in maintaining patient satisfaction.
- Functions in an accurate, precise, calm manner in emergency and crisis situations.
- Performs other duties as assigned.

Reporting Relationships
Reports to the Nurse Coordinator II

Minimum Qualifications
- High School diploma or GED (Must provide transcripts at time of interview)
- Valid and current Basic Life Support (BLS) certification
- One (1) year experience as a Nurse Assistant

Preferred Qualifications
- Graduate Certified Medical Assistant program
- Valid certification as a Nursing Assistant
- Bilingual English-Spanish

Knowledge, Skills, Abilities and Other Characteristics
- Strong interpersonal skills
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Demonstrate attention to detail, accuracy and precision
- Flexibility and adaptability in performing duties
- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to perform accurate and reliable mathematical calculations
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to follow Health Insurance Portability and Accountability Act (HIPAA) standards
- Ability to meet appropriate confidentiality standards for protected health information (PHI)

Physical and Environmental Demands
This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.

Approval: ____________________________  Date
Alesia Coe
Associate Nurse Executive, Inpatient

Approval: ____________________________  Date
Gladys Lopez
Chief of Human Resources