

WORKING TITLE:	Patient Attendant Job Description	
MARKET TITLE:	Patient Attendant Job Description	

BASIC FUNCTION AND RESPONSIBILITIES: To provide continuous, alert observation of assigned patients in order to maintain patient safety

SUPERVISION RECEIVED: Employed and supervised by Manpower. Program is overseen by the Central Staffing Resource Department. During a shift, the Patient Attendant will be supervised by the nurse who is providing care for that patient

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Job duties for **all patient assignments** include but are not limited to:

- Obtain oral and written report from the Previous Patient Attendant and RN upon arrival in the patient's room as outlined in the Patient Attendant Report/Handoff
- Read and utilize Patient Attendant Report/Handoff form each shift
- Wear yellow vest for easy identification
- Position oneself in the patient's room at bedside to provide alert and continuous observation. Remain with the patient/s at all times
- Upon staff instruction, redirect the patient's hands when any attempt is made to pull lines/tubes or dislodge medical equipment. Alert the nursing staff immediately if unable to redirect the patient
- Accompany patient to tests and procedures as directed by the RN/Charge nurse. Remain with patient during transport to and during procedure unless otherwise directed by staff. Accompany patient back to unit
- Based upon instruction provided by the RN, may assist with limited direct patient care
 - Comb hair
 - Brush teeth
 - Ambulation (may not use gait belt or other assistive device without staff assistance)
 - Toileting (not to include cleaning of patient)
 - Feed Patient (see feeding precautions)
- Maintain room door open (unless directed to close per staff) and a light on in the room at all times after dark
- Maintain orderliness of the patient's room and bedside
- Change linen on an unsoiled unoccupied bed. Assist nurse/staff in changing occupied beds
- As directed, provide water, observe and report intake and output
- Assist the nurse during procedures by holding the patient in the proper position as instructed.
- Participate in diversional activities with patients, as instructed by the RN
- Remain with the patient until another Patient Attendant or UMHS staff relieves you
- Seek clarification and/or assistance from the RN if concerns arise regarding the care or safety of the patient
- Communicate using a calm and professional manner with the patient, families, visitors and staff
- Maintain UMHS Infection Control Isolation Precautions and Body Substance Precautions
- Refer to orientation materials regarding suspected abuse/neglect

Additional Job Duties for Patient's on Suicide Precautions and Constant Observation:

- Complete an environment check as outline on the Patient Attendant Handoff/Report Form at the beginning of each shift
- Maintain direct visual contact with the patient at all times
- Remain within arm's reach of the patient at all times, even when asleep
- Sit in a position facing the patient which is located between the patient and the nearest exit
- Supervise the patient in the bathroom
- Maintain physical control of any equipment/phones/call light with a cord
- Monitor meal tray content and use of plastic ware by the patient during meals. Count and return the plastic ware to RN at the end of each meal
- Remain with the patient while visitors are in attendance
- Maintain constant observation during transport and for the duration of any off unit procedure
- Family members or friends may not act in the capacity of a patient attendant
- Report any changes or signs of sadness, agitation, weeping, and patient acting "different" or as directed individually by the RN
- Do not leave employee bags/belongings unattended in the patient room
- Notify RN to check any belongings brought in to patient by visitors prior to being given to the patient

Additional Job Duties for Patient's on FALL PRECAUTIONS

- Verify activity status with Nurse at the start of the shift
 - Attendant may not use assistive devices, including gait belt, without staff supervision
- Supervise the patient in the bathroom and maintain visual contact at all times
- Keep the call light within the patient's reach
- Keep the bed in the lowest position
- Ensure patient has non-slip footwear on when ambulating
- Patients should wear glasses/hearing aids if applicable
- Reinforce activity limits with the patient as defined by the RN
- If patient needs assistive device to ambulate then notify RN/unit staff when the patient requests assistance to go the bathroom or bedside commode
- Push the **Staff Assist button** if the patient is in immediate danger of injury

Additional Job Duties for Patient's on FEEDING PRECAUTIONS

- Feed the patient when instructed to do so by the RN
- Request specific patient feeding instructions (usually found at head of bed)
- Never lower/or change the elevation of the head of the Bed unless directed by RN
- Notify the nurse of any coughing or choking and stop feeding patient
- Do not use straws with the patient unless instructed to by the RN
- When feeding the patient; limit each bite of food to ½ teaspoon at a time: make sure the patient chews and swallows food before next portion/bite
- Maintain visual contact with the patient while eating, drinking or being tube fed

Additional Job Duties for Patient's on SEIZURE PRECAUTIONS

- The patient's activity is restricted to bathroom privileges only unless otherwise directed by the RN
- The patient's side rails are to be **UP** and padded
- **DURING A SEIZURE-**
 - Push the staff assist button for help
 - Note the time the seizure (tremors) begin
 - Remain with the patient
 - Do not restrain the patient's movement during a seizure
 - Avoid blocking the view of the video camera

Additional Job Duties for Patient's on BLEEDING PRECAUTIONS

- Report immediately using staff assist light if any bleeding from mouth, gums, nose, a wound, urine, bowel movement or vomit
- Report any new patient complaints of headache, joint or stomach pain
- The patient can only be shaved with the nurses permission using an electric razor
- Use only a soft bristle brush or toothettes when helping the patient with mouth care
- Assist the patient with mobility

Additional Job Duties for Patient's on ELOPEMENT PRECAUTIONS

(This means the patient is trying to leave the unit/hospital)

- Alert the nurse to any wandering and seek direction on how to discourage the patient from wandering or leaving their room
- Redirect patient back to their room and involve them in an activity such as watching TV, games, reading etc.
- Alert the nursing staff immediately if the patient verbalizes wanting to leave or attempts to leave the unit. If the patient begins to wander/leave the unit and the Patient Attendant is unable to stop them, the Patient Attendant must call loudly for help and stay with the patient

Other Related Duties:

- All duties will be performed using Guest Relations Skills and in accordance with University of Michigan Mission, Vision, Values.
- Follow University of Michigan Infection Control Polices
- Communicate to the Manpower Office (734-665-1232) any changes in patient assignment after arrival on the unit
- **Qualifications**
- 18 years or older.
- Must be able to read and write English. Must have access to transportation and telephone
- Prior to caring for a Suicidal Patient, the Patient Attendant must have a minimum of 30-days experience and have successfully completed CPI training