

UNIVERSITY OF TEXAS MEDICAL BRANCH JOB DESCRIPTION

JOB TITLE: Hospital Aide

JOB CODE: C1086

FLSA STATUS: Non-Exempt

CREATION/REVISION DATE: 11/01/91, 07/23/02, 8/25/19

JOB DESCRIPTION

Scope/Function: The hospital aide provides activities which support the daily functions and operations of an assigned patient care unit.

ESSENTIAL JOB FUNCTIONS

- Assists with safe, prompt transfers of patients from various hospital/clinic areas.
- Transports specimens and requisitions to the appropriate areas.
- Helps to feed patients who need assistance to eat.
- Assists with personal care, including baths, weighing, and linen and bed changes.
- Recognizes obvious patient care priorities; communicates patient needs/ emergencies to the appropriate staff.
- Follows policies and operating procedures when relieving in a supply booth as well as clinical area: orders adequate supplies, checks for expiration dates, verifies charges, as directed by supervisor.
- Records and signs on the appropriate records/logs activities requiring documentation.
- Maintains patient's privacy and confidentiality of information at all times.
- Provides a clean, safe environment; performs or assists others to perform proper aseptic techniques, isolation procedures, and infection control measures.
- Adheres to internal controls established for department.
- Performs related duties as required.

Marginal or Periodic Functions:

- Performs related duties as required.

EDUCATION & EXPERIENCE

Minimum Qualifications:

- High school or equivalent or participation in UTMB Health System/Diversity high school trainee program.
- No experience required.

WORKING ENVIRONMENT/EQUIPMENT

Standard patient care equipment. Standard hospital environment.