Hospital Assistant

Class Specifications - H.45

Hospital Assistant III - 9251
Hospital Assistant II - 9252
Hospital Assistant I - 9253
Hospital Aid - 9254

SERIES CONCEPT

Hospital Assistants perform or supervise work which requires special technical skills, knowledge, and training in Hospital ancillary units, laboratories or patient care units; and performs other duties as assigned.

This is a broad series used for a variety of positions for which there are no specialized hospital classes or series. Incumbents may perform or supervise supply, technical, or patient care functions in one or more campus medical center units. Positions are classified in this series according to the class concepts with an appropriate descriptive title assigned (e.g. Hospital Central Service Assistant I; Hospital Central Service Assistant II).

This series is distinguished from the Laboratory Assistant Series by the special hospital skills required. Such skills do not require licensure nor theoretical background characteristic of other specialized Hospital classes such as Radiologic Technologist or Hospital Laboratory Technician.

Examples cited in the class concepts below are intended to be illustrative and do not preclude future allocation of positions to the series with equivalent technical knowledge and skills.

CLASS CONCEPTS

Hospital Assistant III

Under general supervision incumbents supervise 7 or more Hospital Assistant I or comparable level positions; train subordinates in work techniques; participate in employee performance appraisals and corrective discipline; set priorities and coordinate work of the unit; and assist in establishing new work methods and procedures. This level may also be used for supervisory positions with fewer subordinates but with a greater requirement for independent action, such as an evening or night supervisor.

The following examples illustrate non-supervisory positions which are typically allocated at this level:

1. Incumbents are technical experts and in charge of a complex and or critical laboratory function or process. For example, incumbents are in charge of radiology film processing laboratories which includes responsibility for maintaining even work flow, adjusting schedules to meet priorities;
maintaining and making minor repairs to equipment; maintaining stock levels and re-ordering of supplies; based on technical knowledge recommending best vendor source; performing highly specialized procedures such as loading and unloading vacuum, multi-leaf, tomographic cassettes and cine-cameras; and may teach student technologists film processing techniques.

**Hospital Assistant II**

Under general supervision incumbents perform lead/advanced operational duties in one or more units of a hospital facility and typically direct the work of 3 or more Hospital Assistant I’s; train subordinates in work techniques; participate in employee performance evaluations and corrective discipline; set priorities and coordinate work of the unit; and assist in establishing new work methods and procedures.

**The following examples are typical of non-supervisory positions which are at this skill level:**

1. Under general supervision in the Hospital Autopsy Room, assists with the performance of autopsies and maintains the autopsy room and related areas; maintains the needed supplies and equipment; prepares bodies for dissection; and assists with the preparation and preservation of pathological specimens.

2. Under general supervision in Central Distribution, has change of the central storehouse of reusable and expendable patient care supplies; receives and stores items; maintains stock levels; and issues supplies for distribution to the floors.

3. Under general supervision in Hospital Pathology, processes gross specimens received in the Tissue Laboratory; centrifuges fluids, selects buffy coats for smears and cell blocks; processes sputum, bronchial washing and endometrial lavage for smears for cell blocks; maintains careful techniques to avoid specimen contamination; maintains necessary records; and prepares reagents and stains as required.

**Hospital Assistant I**

Under supervision, incumbents perform operational level duties in one or more units of a hospital facility.

**The following examples are typical of non-supervisory positions which are at this skill level:**

Under supervision in Central Service, receives used medical and surgical supplies; cleans items using special cleaning solutions and equipment; assembles and wraps trays and packs Using standard make-up cards and pictures; autoclaves packs and trays and is assigned responsibility for maintaining sterile supplies; and issues supplies to patient care units.

Under supervision in the Clinical Laboratories, Chemistry Section, prepares specimens for analysis; prepares solutions and/or media; routes specimens; and records data for the Clinical Laboratory Technologist.

Under supervision in a radiology dark room, receives exposed film cassettes; unloads them and processes them through the automatic film processor; and selects the proper size of unexposed film and reloads cassettes for return to Radiographic rooms.
Hospital __________ Aid

Under close supervision incumbents perform a variety of routine repetitive tasks such as cleaning glassware in a Clinical Laboratory, assisting in assembling stocks in Central Distribution, or assisting in cleaning a morgue area.

This class may also be used as an entry or trainee level for positions which would be classified at a higher level within the series when the incumbent gains the necessary training and experience.

MINIMUM QUALIFICATIONS

Hospital __________ Assistant III

Graduation from high school and three years of appropriate experience including one year of supervisory experience where applicable; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Hospital __________ Assistant II

Graduation from high school and two years of appropriate experience including six months of supervisory experience where applicable; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Hospital __________ Assistant I

Graduation from high school and one year of appropriate experience; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Hospital __________ Aid

Graduation from high school; or an equivalent combination of education and experience; and skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.