

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

BASIC FUNCTION AND RESPONSIBILITIES: To provide continuous, alert observation of assigned patients 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 Michigan Medicine issued ID badge and badge buddy for identification
- Position oneself in the patient's room at bedside to provide alert and continuous observation. Maintain eyes on the patient and always remain within reach
- 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 use gait belt but no other assistive device)
 - 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:

- Perform an environmental safety screen, eliminating anything that is unsafe for the patient. Examples include but are not limited to chemicals, hand sanitizer, sharps, plastic bags, etc. Assure risk mitigation strategy is in place for items that remain.
- Position oneself in the patient's room at bedside to provide alert and continuous observation. Maintain eyes on the patient and always remain within reach
- 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 use gait belt, without staff supervision when appropriate
 - Attendant may not use other assistive devices
- Supervise the patient in the bathroom and always maintain visual contact
- 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 Policies
- 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.
- Must be able to lift 50 lbs.