

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.23
(ID # 22360)

MEETING DATE:
Tuesday, July 11, 2023

FROM : HUMAN RESOURCES AND RUHS :

SUBJECT: HUMAN RESOURCES - RUHS: Classification & Compensation Recommendation to create the classifications of Emergency Department Technician – Per Diem and Patient Safety Attendant – Per Diem and amend Ordinance No. 440 pursuant to Resolution No. 440-9376 submitted herewith, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create the classifications of Emergency Department Technician – Per Diem and Patient Safety Attendant – Per Diem.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9376.

ACTION: Policy


Michael Bowers, Assistant HR Director 6/21/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Perez and Gutierrez
Nays: None
Absent: Washington
Date: July 11, 2023
xc: H.R., RUHS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Human Resources Classification/Compensation Division received a request from RUHS to create Per Diem versions of the Emergency Department Technician and the Patient Safety Attendant classifications. The duties of these positions are currently being performed by Registered Nurse – Per Diems, Nursing Assistant – Per Diems and Temporary Assistant – Per Diems. The creation of these classifications will ensure incumbents are appropriately classified and compensated.

Classification Creations:

Emergency Department Technician – Per Diem: It is recommended to establish this classification with a salary plan/grade of EXE 180 (\$60,449).

Patient Safety Attendant – Per Diem: It is recommended to establish this classification with a salary plan/grade of EXE 156 (\$40,463).

Additional Fiscal Information:

No cost is incurred in creating the Per Diem classifications as the department has not requested any positions (PCNs) to be created at this time. If positions are needed in the future, the department will request it through the CTR process.

Impact on Residents and Businesses

The recommended Per Diem classifications will enable RUHS to offer a more flexible option to prospective incumbents and provide better service to the community.

Attachments:

- Resolution No. 440-9376
- Emergency Department Technician – Per Diem Class Specification
- Patient Safety Attendant – Per Diem Class Specification



EMERGENCY DEPARTMENT TECHNICIAN – PER DIEM

Class Code: 57779

COUNTY OF RIVERSIDE
Established Date: Jul 13, 2023
Revision Date: Jul 13, 2023

SALARY RANGE

\$29.06 Hourly
\$5,037.38 Monthly
\$60,448.54 Annually

CLASS CONCEPT:

Under direct supervision, assists licensed professional Riverside University Health System - Medical Center (RUHS-MC) staff in the Emergency Department (ED) by providing a variety of patient services, which include basic administrative, clerical, and medical support services for patients in the ED; performs other related duties as required.

The Emergency Department Technician – Per Diem is a first professional level classification and reports to an Assistant Nurse Manager, working under the technical guidance and supervision of Registered Nurses in the Emergency Department. Incumbents are tasked with providing basic bedside care to ED patients, including patient preparation for various exams and medical procedures, as well as transportation to and from other units within the RUHS-MC. Incumbents are further tasked with orthopedic duties, including the application and removal of splints, bandages and slings.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule.

REPRESENTATION UNIT: Salary Ordinance 440 – Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Perform basic bedside care to ensure comfort and cleanliness of patients; perform oral care, bathing and feeding of patients; provide bedpans, urinals and other items to patients as necessary.
- Record patient's height and weight, pain scale, temperature, pulse, respirations, and blood pressure in the triage and ED assigned area, per ED policy.
- Assist staff in performing basic medical exams, treatments and procedures; assist ED Registered Nurses in trauma resuscitation; respond to and assist RN's with code blue and code white situations.
- Assist patients in ambulation and transition from bed to wheelchair or gurney; properly lift, hold, reposition, and restrain patients as necessary; transport patients to and from diagnostic testing areas

within RUHS-MC.

- Transport all patient specimens collected in the ED to RUHS-MC lab for analysis.
- Ensure assigned ED area and carts are properly stocked, cleaned and ready for use; maintain and ensure operational readiness of all orthopedic equipment in the ED.
- Apply and remove splints, bandages and slings, following physician orders; attend to problems with application and re-apply as necessary.
- Provide crutch and cane use training to patients.
- Perform EKGs on patients, as directed by ED physician.
- Perform ED clerical duties as needed, including answering ED phone calls and relaying messages as applicable; track visits to ED patients, admissions, discharges, transfers, and ED census.

RECRUITING GUIDELINES:

Education: Graduation from high school or attainment of a satisfactory score on a G.E.D test.

Experience: Six months of performing technical duties as an Emergency Medical Technician (EMT), Certified Nursing Assistant (CNA) or Paramedic in a general acute care hospital or Emergency Department, or successful completion of a state approved Certified Nursing Assistant or related training program in basic patient care within the past two years.

Knowledge of: Relevant medical terminology; basic patient care and/or administrative techniques; medical assisting skills and the various types of materials and equipment related to outpatient care and their applications; methods of conducting or assisting patients (per medical care provider's instructions) with basic tests and treatments performed at an ambulatory care clinic; basic needs and problems of disadvantaged groups: the causes and treatment of medical and/or public health problems and the problems facing the educationally and economically disadvantaged.

Ability to: Communicate effectively orally and in writing; establish and maintain good relations with a wide range of social and ethnic groups as well as professional staff and community members; obtain and record accurate patient information, and perform routine clinical procedures; follow and implement activities according to written standardized procedures; perform clerical tasks (i.e., utilizing personal computer for inputting pertinent client/patient information, answering phones, filing, etc.).

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Possession of a California Emergency Medical Technician (EMT) certificate, Paramedic license issued by the California Emergency Medical Services Authority or a valid Nursing Assistant Certification (CNA) issued by the State of California is required at the time of hire. A current EMT Certification, Paramedic license or CNA Certification must be maintained while employed with the County of Riverside.

Possession of a valid certification in Basic Cardiac Life Support/Cardio-Respiratory Resuscitation (BCLS/CPR).

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



PATIENT SAFETY ATTENDANT – PER DIEM

Class Code: 72902

COUNTY OF RIVERSIDE
Established Date: Jul 13, 2023
Revision Date: Jul 13, 2023

SALARY RANGE

\$19.45 Hourly
\$3,371.96 Monthly
\$40,463.49 Annually

CLASS CONCEPT:

Under close supervision, assists professional personnel or other medical staff in providing patient care and treatment; performs nonprofessional nursing tasks ensuring patient safety by providing direct, continuous observation; performs other related duties as required.

The Patient Safety Attendant – Per Diem is an entry level classification and reports to an appropriate supervisory or manager level classification. Incumbents continuously monitor and observe patients and intervene when they become hazardous to themselves or others. Incumbents will assist medical staff assigned to the patient in providing care, including hygiene, nutrition, mobility, monitoring, and engage the patient in diversional and therapeutic activities.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule.

REPRESENTATION UNIT: Salary Ordinance 440 – Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Ensure patient safety by providing direct and continuous patient observation; observation can include one or more patients.
- Aide patients in getting into and out of a bed, wheelchair or gurney; assist in lifting, transporting, restraining, and positioning patients; assist patients in walking.
- Assist with providing basic bedside nursing care to assure comfort and cleanliness of patients; assist with bathing, grooming, feeding, oral hygiene, and dressing patients and help those capable of self-care.
- Maintain a safe environment for patients; accompany patients leaving the unit; notify nursing staff if tubes/catheters become disconnected.

- Protect patients and staff by observing for safety hazards in the patient's environment and taking appropriate steps to reduce or prevent such hazards.
- Perform delivery tasks and a variety of manual and clinical duties as required.

RECRUITING GUIDELINES:

Education: Graduation from high school or attainment of a satisfactory score on a G.E.D test.

Experience: Six months of working in a hospital, clinic or in a SNF/Home health setting as a nurse assistant, care partner or medical assistant is preferred.

Ability to: Apply proper body mechanics in lifting, moving, positioning, and transporting patients who require assistance; read, write and speak the English language; learn the principles, methods and procedures of basic patient care; learn the medical center procedures and techniques; assist with the performance of basic bedside nursing care in an understanding and sympathetic, and nurturing manner; follow oral and written directions; keep simple records.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Class C Driver's License may be required.

Possession of a valid Basic Life Support (BLS) certification issued by the American Heart Association within four months of hire.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.