

JOB DESCRIPTION

Position: Patient Care Technician

POSITION TITLE: Patient Care Technician	DEPARTMENT: Acute Care
APPROVED BY: CNO	IHA JOB CODE: Click here to enter text.
LATEST REVIEW OF JOB DESCRIPTION: March 2018	LATEST REVISION OF JOB DESCRIPTION: March 2018
FORMER REVISION: September 2016	EXEMPTION STATUS: Exempt Non-exempt X

<p>Job Summary: Fulfills role of the receptionist/secretary for nursing unit, actively participating in positive interactions with others. Performs clerical duties required for the nursing unit. Assists with cares on floor including vital signs, ADLs and blood glucose monitoring. Assists in maintaining a safe, clean patient care environment and actively and consistently contributes to department operations and communications, behaves in a manner consistent with the mission and objectives of Davis County Hospital and performs other duties as requested. To coordinate and assist in the provision of quality patient care in the Acute Care setting.</p>
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JOB QUALIFICATIONS:
<p>Education and Training: High School graduate or equivalent or currently enrolled in a High School health occupational program. Medical Terminology course preferred. Nursing Aide Certification required. Good standing in Iowa and all other states Nurse Aide Registry(ies) required. BLS within 30 days of employment.</p>
<p>Licensures/ Certifications: Nursing Aide Certification</p>
<p>Experience: Prefer one year clerical or Ward Clerk experience and/or one year of working as an Aide in home, geriatric or acute care.</p>
<p>Skills and Abilities: Good verbal and written communication skills. Motor coordination and manual dexterity required. Adaptability to adjust to various patients and unit needs. Knowledge of medical terminology preferred.</p>

REPORTING RELATIONSHIPS:	
Reports to: Registered Nurse/ER House Supervisor, Patient Services Manager.	Supervises: None

Essential Duties and Responsibilities

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

1. Demonstrates the ability to provide patient care including various activities of daily living, under the direction of the RN.
2. Demonstrates ability to assess patient and unit needs communicating these to RN or appropriate person(s).
3. Demonstrates thorough, concise and timely documentation when working in the Acute Care setting. Communicates pertinent patient and unit information to charge nurse, RN and other appropriate persons while maintaining client confidentiality.
4. Maintains own clinical skills staying current in skills and equipment.
5. Follows and assists in the implementation and interpretation of policies and procedures.
6. Assists in the monitoring and stocking of proper supply inventory. Assists in maintaining equipment. Completes patient charges as appropriate to services.
7. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
8. Serves as unit receptionist greeting individuals and handling incoming and outgoing telephone calls, utilizing knowledge of the department. Relays pertinent information to appropriate person(s) and maintaining patient and employee confidentiality.
9. Maintaining skills and knowledge and providing clerical support to nursing, including preparing and maintaining accurate client records, transcribing medical provider's orders, and documenting pertinent data accurately and neatly while safeguarding confidential information.
10. On the 7p-7a shift monitors camera activity, and un/ locking of the acute care door at appropriate times. Responding to alarms as directed and assisting ER/House Supervisor as directed.

PCT, LPN, RN and HS– Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34- 66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6- 19	Occas 20-33	Freq 34- 66	Cont 67- 100
LIFT							PHYSICAL ACTIVITIES						
1 - 10 lbs.							Balancing						x
11 - 20						x	Bend/Stoop					x	
21 - 35					x		Twisting				x		
36 - 50				x			Crouch/Squat					x	
51-65			x				Kneeling				x		
66-75		x					Crawling				x		
CARRY							Sitting						
1 - 10 lbs.						x	Standing						x
11 - 20							Walk-Level						x
21 - 35					x		Walk-Uneven		x				
36 - 50				x			Climb Stairs				x		
51-65			x				Climb Ladder		x				
66-75		x					Reach Over shlder					x	
PUSH							Reach-at or below shlder						
1 - 10 lbs.						x	Pushing					x	
11 - 20						x	Pulling					x	
21 - 35				x			Lifting					x	
36 - 50			x				Use Arms					x	
51-65		x					Use Wrists						x
66-75		x					Use Hands						x
PULL							Grasping						
1 - 10 lbs.						x	Fingering				x		
11 - 20						x	Foot Control		x				
21 - 35				x			Repetitive Motion- typing				x		
36 - 50			x				Talking					x	
51-65		x					Hearing					x	
66-75		x					Vision						x
							Tasting/Smelling						
							Feeling						

Physical Requirements:

Medium to Heavy Work

Working Conditions:

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown, and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with its specifications for preventing contact with the above materials.

Visual Acuity Requirements:

CLOSE INSPECTION. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Intellectual and Emotional Requirements:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
8. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
9. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

Strength Level	Description
Sedentary	Exerting up to 10 lbs. of force occasionally. Sitting most of the time, walking or standing for brief periods of time.
Light	Exerting up to 20 lbs. of force occasionally, or up to 10 lbs. of force frequently. Physical demands are in excess of those for sedentary work. May involve (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; (3) working at a production rate pace while constantly pushing or pulling- weight of materials negligible.
Medium	Exerting 20 to 50 lbs. of force occasionally, 10-25 lbs. frequently, or an amount up to 10 lbs. constantly to move objects. Physical demand requirements in excess of light work.
Heavy	Exerting 50 to 100 lbs. of force occasionally or 25-50 lbs. frequently, or 10 to 20 pounds constantly to move objects. Physical demand requirements in excess of medium work.
Very Heavy	Exerting force in excess of 100 lbs. occasionally, or in excess of 50 lbs. frequently, or in excess of 20 lbs. constantly to move objects. Physical demand requirements in excess of heavy work.

Physical Tasks	Description
Standing	Remaining on one's feet in an upright position at a work station with-out moving about.
Walking	Moving about on foot.
Sitting	Remaining in a seated position
Lifting	Raising or lowering an object from one level to another (includes upward pulling).
Carrying	Transporting an object, usually holding it in the hands or arms, or on the shoulder.
Pushing	Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).
Pulling	Exerting force upon an object so that the object moves toward the force (includes jerking).
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using legs or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery, or erratically moving surfaces; or maintaining equilibrium when performing gymnastic feats.

Stooping	Bending the body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscles.
Kneeling	Bending legs at knees to come to rest on one or both knees.
Crouching	Bending body downward and forward by bending legs and spine.
Crawling	Moving about on hands and knees or hands and feet.
Reaching	Extending hand(s) and arm(s) in any direction
Handling	Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
Fingering	Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking	Expressing or exchanging ideas by means of the spoken work to impart oral information to clients or to the public, and to convey detailed instructions to other workers accurately, loudly, or quickly.
Hearing	Perceiving the nature of sounds by ear.
Tasting/Smelling	Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors, or recognizing flavors or odors, using tongue or nose.
<u>Vision</u>	
Near Acuity	Clarity of vision at 20 inches or less.
Far Acuity	Clarity of vision at 20 feet or more.
Depth Perception	Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
Accommodation/Ability to Adjust Focus	Adjustment of the lens of the eye to bring an object into sharp focus. This is required when doing near point work at varying distances from the eye.
Color Vision	Ability to identify and distinguish colors.
Field of Vision/ Peripheral Vision	Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.