

Central California Endoscopy Center Job Description	Job Title:	Patient Care Technician
	Reports To:	Clinical Manager
	FLSA Status:	Non-Exempt
	Date Revised:	October 2019

POSITION SUMMARY:

The Patient Care Technician is supervised by the RN directly responsible for the care of the patient. They are responsible for performing patient care activities to meet the personal needs and comfort of patients, assisting members of the health care team and maintaining a clean, safe environment. This individual will also be responsible for stocking patient care areas and maintaining adequate patient care supplies.

QUALIFICATIONS:

- High school diploma or equivalent
- One year of Acute Care experience or equivalent
- CPR certification
- Ability to provide exceptional customer service
- Ability to maintain collaborative working relationships to ensure a positive and productive work environment
- Strong ethical and moral character references
- Basic computer skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take initial patient vital signs and review assessment form with patient
- Facilitate communication by answering phones, sending faxes, overhead paging, beeper paging, and copying as needed
- Utilize bed control skills to optimize bed usage
- Order and stock patient care supplies such as linen and nutritional items for the Center
- Maintain urine pregnancy equipment and documentation as needed
- Assist in Recovery by taking and recording vital signs, dressing patients, reporting concerns to RN in charge of the patient, and walking patients to their transportation
- Strip and clean gurneys and move them to the holding area
- Assist in transporting patients to and from the procedure rooms as necessary
- Maintain a clean and safe environment by cleaning counters and mopping spills as needed
- Assist the front office as needed
- Maintain Hemoque equipment
- Attend all required education
- Regular and predictable attendance
- Perform other duties as assigned

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages

LANGUAGE SKILLS:

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or

governmental regulations. Ability to successfully write business correspondence. Ability to effectively present information, respond to questions, and professionally interact with healthcare team, clients, vendors, and the general public.

REASONING ABILITY:

Demonstrate an ability to recognize and define problems, collect data, establish facts, draw valid conclusions, and correct errors. Ability to interpret a variety of instructions and forms to understand abstract and concrete variables. Ability to think critically using inductive and deductive reasoning.

PHYSICAL DEMANDS:

- Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
- Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight
- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without "giving out" or fatiguing
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Ability to position or transport patients, prepare medical procedure rooms, or set up patient care equipment
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to keep or regain your body balance and stay upright
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
- Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

- Days and hours of work may vary to meet patient and Center needs
- The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs or procedure requirements, such as Procedure Rooms
- Ability to work with medical and office equipment, some of which will have moving parts
- Noise level is usually quiet to moderate
- May have exposure to blood and other potentially infectious body fluids and materials or toxic chemicals and cleaning solutions
- Work in close proximity to patients, co-workers, and physicians

I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center's policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

This document will be placed in the employee's Human Resource file.