**Job Description**

**JOB TITLE: Patient Care Technician**

**REPORTS TO: Administrator, Director of Nursing**

**DEPARTMENT: Business Office**

**FLSA STATUS: Non-Exempt**

**OVERVIEW:** The Patient Care Technician is responsible for performing duties in perioperative areas to aid in transporting patients and supplies. This position also documents maintenance and terminal housekeeping in the surgical area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supports the philosophy, goals, and objectives of CENTER.

A. Supports, and performs according to, approved policies and procedures.

B. Participates as a team member in support of the total perioperative process.

C. Considers patient rights in performance of job duties and responsibilities.

2. Contributes to the progress and development of the approved QAPI Program.

A. Supports risk management and participates in programs directed to patient and staff safety.

B. Contributes to the quality management process; identifies role and contributions upon request.

C. Objectively evaluates suggestions, grievances, and processes to identify opportunities to improve performance and quality of care.

3. Communicates effectively with patients, visitors, physicians, and co‑workers.

A. Interactions are respectful and courteous.

B. Communicates effectively and professionally using a translator when necessary.

C. Documents that information received from the patient is disseminated to the appropriate people or departments.

4. Maintains and promotes professional competence through continuing education and other learning experiences.

A. Participates in committees, conferences, and quality management activities.

B. Seeks new learning experiences by accepting challenging opportunities and responsibilities.

C. Objectively evaluates suggestions or criticisms and attempts to improve performance or seeks further guidance, as needed.

D. Attends and actively participates in meetings, committees, inservices, workshops, seminars, and conferences according to job responsibilities and CENTER requirements.

5. Adheres to safety policies and procedures in performing job duties and responsibilities.

A. Reports observed or suspected violations, hazards, and noncompliance according to CENTER policy.

B. Observes safety measures in performance of job duties and responsibilities.

C. Responds to emergency situations with competence and composure.

6. Interacts appropriately with various age groups.

A. Accurately assesses and interprets age-specific patient data.

B. Accurately interprets age-specific patient responses to questions and instructions.

C. Provides care appropriate to the patient's age group.

D. Considers age-specific patient requirements when responding to emergency situations.

7. Performs patient transport according to established policies and procedures.

A. Uses correct body mechanics in moving patients.

B. Uses equipment according to manufacturer's specifications and CENTER policy.

8. Maintains environment according to housekeeping and infection control policies and procedures.

A. Follows housekeeping guidelines for cleaning responsibilities.

B. Monitors contracted housekeeping activities for correct cleaning methods.

C. Reports any damaged equipment discovered during routine cleaning.

D. Handles hazardous waste according to CENTER policy.

E. Uses cleaning agents and equipment according to safety, manufacturer, and CENTER standards.

F. Performs preventive maintenance assignments according to manufacturers' directions.

G. Monitors effectiveness of pest control service.

**SUPERVISORY RESPONSIBILITIES:**

* This job has no supervisory responsibilities.

**COMPETENCIES -** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION, EXPERIENCE, and TRAINING:**

* High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

* BLS

**COMPUTER SKILLS:**

* Word Processing Software
* Spreadsheet Software
* Inventory Software
* Order Processing System

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The employee must frequently lift and /or move up to 50 pounds and occasionally lift up to 100 pounds.
* While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms and talk or hear.
* While performing the duties of this job, the employee is frequently required to stoop, kneel, crouch, or crawl.
* While performing the duties of this job, the employee is occasionally required to sit, climb or balance.

**VISION REQUIREMENTS**

* There are no special vision requirements.

**WORK ENVIRONMENT -** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

* This position works in an environment with moderate noise level. (Examples: business office with computers and printers, light traffic.
* While performing the duties of this job, the employee is regularly exposed to Blood borne Pathogens.
* While performing the duties of this job, the employee is regularly exposed to chemical hazards. While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals.
* While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions.
* While performing the duties of this job, the employee occasionally works near moving mechanical parts.
* While performing the duties of this job, the employee occasionally works in high precarious places.
* While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.
* While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.
* While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.
* While performing the duties of this job, the employee is occasionally exposed to risk of radiation.
* While performing the duties of this job, the employee is occasionally exposed to vibrations.

*Note:* Nothing in this job specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

I have read and understand the duties of my position:

Print Name: Date:

Signature: