

Job Description - Employee

Job Code:	BC09	Title:	Patient Care Technician II		
Grade:	42	Exempt/Non:	Non-Ex	Salary Plan:	BHS
Career Path:	P20	Level:	02	CID Code:	Select Uniform Code
Company:	Select	Dept. ID:	Multi	Dept Name:	
Reports to Job Code:		Reports to Title:			
Analyst:		Approval Date:	10/15/2010		
Physical Demands Form Updated/Completed:		<input type="checkbox"/> Please check to acknowledge update/completion. Go To Physical Demands Form			
Summary Description:					
<p>One to three paragraphs describing job function. In addition to job qualifications this will be used for posting. This section should include tie to line of sight and employee engagement – how this job relates to our vision and mission. (Do not use bulleted text.)</p> <p>Reports to the Clinical Manager but daily activities are coordinated by the RN. Performs a variety of technical tasks and bedside functions. Responsibilities include direct patient care, hygiene, skin care, mobility and monitoring. Multi skilled to needs of unit in performing duties relative to phlebotomy and EKGs. Expected to manage equipment and perform or assist in all procedures on unit. This description covers the essential functions of the position. Incumbent is expected to perform other similar and related duties as assigned. Adheres to system and department compliance policies, and any and all applicable laws and regulations. Performs other duties as assigned.</p>					
Job Requirements:					
Expansion of the summary description. Specific job related responsibilities that will be used to measure performance. Please check which job responsibilities are “Essential Functions” as defined by the Americans With Disability Act. View ADA Requirements				Essential Function?	% of Time
1.	Provides age-appropriate care to patients. Demonstrates the knowledge of developmental stages for the following age groups and applies developmental theories and concepts when implementing care for patients			☒	
2.	Monitors basic physiological parameters. Takes and records routine vital signs within the specified timeframe as indicated by periodic review of documentation. Obtains and documents weights/heights, abdominal girths, head circumference (Pediatric Service) as per physician/nurse order 100% of the time as indicated by quarterly review of 5 records. Consistently reports any significant deviations in vital signs as outlined in the procedure immediately. Records and reports, 100% of the time, any change in patient's normal drainage pattern, i.e.gastric, wound, blood.			☒	
3.	Administers treatments and procedures in accordance with BMC policy/procedure. Changes dressings within one hour of specified timeframe in accordance with established procedure. Provides postmortum care as directed by RN according to BMC policy. Performs all procedures outlined in nursing procedure manual within area of responsibility in accordance with specifications. Assists physicians with exams and simple procedures. Assures identity of patient by checking identification bracelet and identification band prior to performing any procedure.			☒	

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4.	Assists patients with elimination of body wastes. Makes available or offers bedpan, urinal and emesis basin immediately after patient request as indicated by absence of patient complaints. Accurately labels and sends specimens of urine, feces and sputum with 30 minutes of specified time frame unless discussed with RN as evidenced by random review of reports. Accurately measures and records intake and output in accordance with established policy as indicated by random review of intake and output forms. Administers enemas or Harris Drips as ordered in accordance with established procedure as observed.	<input checked="" type="checkbox"/>	
5.	Performs POC testing.	<input checked="" type="checkbox"/>	
6.	Assist in the delivery of ancillary services as directed. Assists with treatment by following specified treatment plans developed for individual patients. Monitors patient's condition during treatment and notifies appropriate personnel of unexpected occurrences. Provides information to RN based upon observation made during patient related care. Provides treatment within the specified time frame. Documents treatments and activities consistently.	<input checked="" type="checkbox"/>	
7.	Communicates effectively with team and patients. Interacts with patients in a respectful and informative manner. Clearly communicates information related to patient care to the team. Recognizes culturally based patient and family needs.	<input checked="" type="checkbox"/>	
8.	Is knowledgeable of and initiates emergency procedures. Responds effectively in emergency situations as observed. Maintains Patient safety at all times. Communicated effectively with appropriate personnel	<input checked="" type="checkbox"/>	
9.	Functions as a member of the team Assists team members with clinical activities. Provides feedback related to the team process. Assists team members with non-clinical activities	<input checked="" type="checkbox"/>	
10.	Competencies and completion and maintenance of clinical recognition program for career ladder level.	<input checked="" type="checkbox"/>	
11.		<input type="checkbox"/>	
12.		<input type="checkbox"/>	
13.		<input type="checkbox"/>	
14.		<input type="checkbox"/>	
15.		<input type="checkbox"/>	
16.		<input type="checkbox"/>	
17.		<input type="checkbox"/>	
18.		<input type="checkbox"/>	
19.		<input type="checkbox"/>	
20.		<input type="checkbox"/>	

Qualifications			
Unless otherwise required by certification, licensure, or registration, an equivalent combination of education and experience which provides proficiency in the areas of responsibility listed in this description may be substituted for the minimally required education and/or experience listed in the Qualifications section below.			
Minimally Required Education: <i>If none required select "none required".</i>		Preferred Education:	
High School/GED		None Required	
Minimally Required Experience: <i>If none required select "none required".</i>		Preferred Experience:	
One year of acute care experience			
Skills/Competencies:			
Proficient in reading and writing in English			
License:	_____	State	Required/Preferred?
<i>Please provide industry accepted acronym & description. i.e. CDL –</i>	_____	State	Required/Preferred?
	_____	State	Required/Preferred?

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<i>Commercial Driver's License and State Requirement (MA or CT).</i>				
			State	Required/Preferred?
<i>Any job requiring CPR must have a minimum of Health Care Provider CPR training (CPR and AED) unless otherwise specified in the Certification section.</i>				
Certification:	CNA or equivalent experience and Healthcare Provider CPR	State	Required/Preferred?	Required
<i>Please provide industry accepted acronym & description. i.e. CPR – Cardiopulmonary Resuscitation and State Requirement (MA or CT)</i>		State	Required/Preferred?	
		State	Required/Preferred?	
		State	Required/Preferred?	