



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Emergency Department Technician

Dept: Nursing

Exempt/Non-Exempt: Non - Exempt

Reports to: Charge Nurse/Nurse Manager

Pay Equity Group: Union

Effective Date: 1/27/2021

General Position Summary:

The Emergency Department Technician at Morrow County Health District will provide quality care to patients, collaborating with nursing staff and providers within the hospital setting. The technician works under the direct supervision of the Physician, Nurse Practitioner, Physician Assistant or RN.

Essential Functions:

- Works with physicians, nurse practitioners and nurses providing technical support for patient care.
- Be available and able to respond timely when on call.
- Assists with resuscitation/CPR and emergency airway procedures
- Performs I & O, FSBS, checks vital signs, height, weight, performs specimen collection and transport to lab as well as assisting with application of orthopedic splints and dressings.
- Assist in performing EKG's
- Initiates saline lock and assist with phlebotomy procedures.
- Complete patient registration paperwork.
- Complete timely and accurate documentation in the patients EMR.

- Maintains a safe and attractive environment for patients and co-workers keeping all patient areas clean and tidy. Clean Emergency Room post discharge and prepares gurney for next patient
- Restocks Emergency Department supplies and checking for outdates.
- Provides for comfort needs of patients by utilizing resources and materials; transporting patients safely; using all patient equipment safely; answering patient call lights and request and reporting observations of the patient to the RN on duty.
- Maintains work operations by following policies and procedures.
- Attend all required meetings.
- Complete all assigned trainings by due date.
- Works effectively as a team member in the delivery of care and assists in the orientation of new employees.
- Follow all infection control precautions and wear proper PPE when required.
- Complies with all organizational policies.
- Instills confidence in the patient by maintaining a neat and attractive appearance and performing duties in a competent and caring manner.
- Shows dependability by being punctual; maintains consistent attendance.
- Maintains good working relations among all nursing unit personnel and other hospital employees through appropriate communication.
- Enhances nursing department and hospital reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.
- Maintain strict patient confidentiality and follow all HIPAA regulations.
- All other job duties as assigned.

SECONDARY FUNCTIONS:

- Compete sterilization and reprocessing of instruments.
- Maintain and restock all crash cart trays.
- Assist with staff FIT testing.
- Accepts reassignment as needed to provide necessary care for all patients within the hospital.

Job Scope:

Supervisory Responsibility:

The Emergency Department Technician does not have any supervisory responsibility.

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

Must have excellent patient care skills and will provide professional, comprehensive care for all patients at Pioneer Memorial Hospital.

Specific Job Effort:

- Be able to sit, stand, and bend throughout the day.
- Be able to push, pull and lift over 50 lbs., will assist with lifting and moving patients.
- Must possess adequate vision, hearing and manual dexterity to perform job duties.
- Mental efforts of the position include juggling many duties and responsibilities at once, having to prioritize and reprioritize as needs change. May be stressful at times.

Education, Experience and Certification/Licensure:

- High School Diploma or equivalent required.
- Previous Emergency Room technician experience preferred.
- Skills to work independently are essential. Ability to speak, read and write in English effectively required. Ability to apply technical/professional knowledge appropriately required. High degree of accuracy required.
- Ability to work in a fast paced environment
- BLS Certification required.
- Health Care Certification Required (example: EMT Basic, Advanced/Intermediate, Paramedic)

Job Conditions:

- Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Occasional exposure to grease, oils and dust.
- Willingness to work beyond normal working hours, and in other shifts temporarily, when necessary.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

Signature of Employee

Date