

HASKELL COUNTY HEALTHCARE SYSTEM

JOB POSTING

Job Title: Emergency Department Technician
Supervisor: ER Director/Director of Nurses
Department: Emergency

Job Summary:

Assist with patient care based on individual patient's needs within the scope of practice of the ER Tech under direct supervision of the RN.

Job Duties:

1. Demonstrate ability to work effectively as a multi-disciplinary team member, support and assist team members in procedures approved according to their licensure level within their scope of practice.
2. Enter and verify all patient information into the computer system. Demonstrate knowledge of all policies and procedures regarding admitting, transferring, and discharging of patients. Demonstrate knowledge of processing of orders, routine, and STAT. Make patient transportation arrangements.
3. Maintain accurate record of daily statistics, inpatient board, policy and procedure manuals and unit files. Assist in keeping log book current and accurate.
4. Recognize and report patient changes in condition to the RN. Document patient care performed, including vital signs, bedside care and observation.
5. Maintain and prepare rooms between patients and procedures. Monitor stock and re-stock supplies as needed.
6. Demonstrate an ability to be flexible, organized, and function under stressful situations.
7. Admit inpatients after the Business Office is closed, verifying all information needed to admit patient and place in computer system. Obtain all financial information and assist with making financial arrangements for all private pay patients.
8. Must attend at least six staff meetings per year. Required to attend all mandatory meetings.
9. If ER is empty, once it is stocked and cleaned, staff members must call the floor to see if they need assistance from a RN or Tech. If help is needed, staff member must go. ER is never to be left unattended.
10. Perform any and all other related duties as assigned or requested that fall within the ER Tech scope of practice.
11. **Perform all other job duties as assigned by supervisor.**

Education, Training and Experience Required:

High School graduate or equivalent. Certificate of completion of a basic Nursing Assistant, EMT, or Nurse Tech course.

Minimum Knowledge, Skills and Abilities Required:

Current BCLS, medical terminology, and computer skills are required.

Physical Requirements:

- Standing, walking, sitting, carrying, pushing, pulling, climbing, balancing, bending, stooping, squatting, crouching, twisting, reaching, handling, kneeling, and wrists and digital dexterity.
- Patient lifting, ambulating, and transfer of patients in wheelchairs, on gurneys and beds, and for use of mechanical lifts.
- Speaking, hearing, and visual acuity to perform tests on patients and receive and interpret instructions.
- Ability to perform tasks involving physical activity, which may include assisting with lifting patients exceeding 150 pounds.

Working Conditions:

- Exposure to solvents, chemical and cleaning solutions as applied to departmental MSDS sheet.
- Must use personal protective equipment/devices to avoid direct contact with blood and body fluids, sharps, chemicals, etc., as they apply to each department.
- Subject to exposure to all environmental hazards associated with healthcare and office work.