

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

POSITION: Emergency Room Technician

DATE: 11/16, 01/18

DEPARTMENT: Nursing Service

Employee Initials: _____

POSITION SUMMARY:

Under close/general supervision by licensed personnel the Emergency Department Technician / Emergency Medical Technician will perform a variety of functions in support and care of patients requiring urgent or emergency care in an urgent care or emergency medical setting.

POSITION ACCOUNTABILITIES:

1. Promote the mission, vision, and values of the organization.
2. Receives direction and assignments from physicians and nurses and provides technical support to optimize patient care
3. Responsible for reporting on the condition of patient/client to the appropriate supervisor and/or staff members
4. Coordinate and assist with care as directed.
5. Cleans and stocks carts, rooms, and changes linen, as required.
6. Assists with transport of patients to other departments.
7. Assist with resuscitation / CPR and emergency airway procedures.
8. Assist with obtaining and documentation of vital signs and placement of oxygen saturation, cardiac monitoring, and non-invasive blood pressure monitoring systems.
9. Assist with other technical functions such as: obtaining 12-lead EKGs, initiation of peripheral IV (proof of training required), discontinuation of peripheral IV and heparin/saline locks, maintenance and care of specimens for laboratory analysis
10. Perform order entry into Electronic Health Record and other clerical duties
11. Assist with wound care, insertion of Foley catheters, and nasogastric tubes. (proof of training required)
12. Decontaminates all equipment, instruments, and supplies with approved cleaners.
13. Assists with positioning patients, application of orthopedic splints and dressings
14. Measure and fit crutches and canes;
15. Maintains appropriate documentation.
16. Maintains use of appropriate medical equipment and supplies.
17. Participate in team meetings and in-services as needed.
18. Responsible for performing tasks that are within the scope of his/her educational preparation, knowledge, and permitted by the policies and procedures of EOMC, and other local, state, and federal guidelines; and the policies of the facility requesting the services.
19. Consult with and keep supervisor informed of unit activities, needs, and problems related to patient care.
20. Comply with established standards.
21. Know and follow department, unit, hospital policies, procedures, objectives, Quality Assurance, safety, environmental and infection control.

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- 22. Maintain a clean, orderly, and safe environment for patients and personnel.
- 23. Maintain patient rights and confidentiality of patient information.

PERFORM SIMPLE TREATMENTS AND TEST AS ORDERED SUCH AS:

- 1. Check medical and non-medical equipment in use for proper functions. Report any malfunctioning equipment and other defects to Charge Nurse or House Supervisor immediately.
- 2. Check stock supplies and linens. Check for defects and outdating.
- 3. May escort patients when discharged or transferred.
- 4. Keep patient rooms neat, clean, and orderly. Provide clean linens and change beds as often as necessary. Dispose of soiled linens and waste. Replenish patient supplies.
- 5. Perform light housekeeping duties.
- 6. Direct visitors, explain restrictions, visiting hours, etc.
- 7. Assist in preparing body after death.
- 8. Performs capillary blood glucose test.
- 9. Obtains blood specimen by venipuncture or micro technique on adults or children over 10 (ten) years old.

POSITION QUALIFICATIONS:

Minimum Education	High School Graduate or equivalent desired
Experience:	EMT certification preferred
Required Certification/Registration or training and experience:	Unless otherwise indicated one year of current experience within the last three years in a comparable job classification preferred
Required Certifications:	Minimum: BLS

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Working Conditions:	<p>Are exposed to a variety of healthcare settings, including clinical, office or maintenance environments.</p> <ul style="list-style-type: none"> • Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional • Able to wear personal protective equipment (face mask, goggles, latex/non-latex gloves) as needed
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ACTIVITY:

Sitting	Occasionally 1-33%	10 % of Working Hours
Walking	Continuously 67-100%	80% of working Hours
Standing	Continuously 67-100%	20% of working Hours
Bending	Frequently 34-66%	30% of working Hours
Squatting	Occasionally 1-33%	10% of working Hours
Climbing	Occasionally 1-33%	10% of working Hours
Kneeling	Occasionally 1-33%	10% of working Hours
Twisting	Occasionally 1-33%	10% of working Hours
Lifting 0-50 lbs	Frequently 34-66%	30% of working Hours
Lifting 50+ lbs	Frequently 34-66%	30% of working Hours
Carry 0-50 lbs	Occasionally 1-33%	10% of working Hours
Carry 50+ lbs	Occasionally 1-33%	10% of working Hours
Pushing 0-500 lbs	Frequently 34-66%	10% of working Hours

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Other Requirements:	<ul style="list-style-type: none">• Subject to electrical and flammable/explosive gas hazards.• May be exposed to infectious and contagious diseases.• May be in contact with patients under a wide variety of circumstances.• Able to handle emergency or crisis situations.• May occasionally be subjected to irregular hours.• May be exposed to respiratory risks and safety sensitive situations.• May be required to wear protective equipment as necessary.• Possesses problem solving skills of the type and at a level necessary to accomplish the job.• Demonstrates good time management and organizational skills.
Visual and Hearing Requirements:	Yes--Must be able to see with corrective eye wear Yes--Must be able to hear clearly with assistance

The above statements reflect the general details necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the "Orientation Handbook" and is responsible to comply with any revisions that are

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communicated. The "Orientation Handbook" describes important information about Eastern Oklahoma Medical Center; the Health Care Professional should consult their supervisor/HR Director regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

Health Care Professional Acknowledgement:

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Date

Employee Signature

Employee Printed Name