

STANDARD

- 31. Sentinel events alert
 - Nosocomial infections
 - Bed rail safety/risk of entrapment
 - Preventing needle sticks and sharps injuries
 - Inpatient suicide

Department Core Competencies

- 32. Identifies cultural and religious needs, language barriers, physical and psychological limitations
- 33. Perform ongoing observation of patient within boundary of educational preparation
- 34. Observe and report patient responses to pain management plan to the nurse for intervention
- 35. Communicate and document in an accurate and timely manner the patient's care and the response to that care
- 36. Prioritize patient needs based on report, patient, nursing and physician orders
- 37. Document accurately patient data including ADL, I&O, specimen collection, height and weight, restraints
- 38. Colostomy care/procedures
- 39. Enema care
- 40. Care of patient in traction
- 41. Specimen collection
- 42. Skin breakdown prevention
- 43. Care of patient receiving blood transfusions
- 44. Pre and post op care
- 45. Phlebotomy
- 46. Care of patient with 1:1
- 47. Post mortem care
- 48. Complete physical care of patient – bath, mouth care, per care, pm care

Age Specific Competencies

Knowledge

- 49. Demonstrate knowledge of growth and development
- 50. Criteria to identify victims of abuse and neglect

Skills

- 51. Ability to take age specific vital signs correctly with proper equipment
- 52. Demonstrate ability to provide age specific teaching
- 53. Uses age appropriate communication skills
- 54. Identifies age specific safety issues
- 55. Uses knowledge of age specific data in ability to collect patient data and report changes in the patient's condition

Service Standards

- 56. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 57. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 58. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 59. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 60. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 61. Safeguards patient confidentiality in all forms of communication.
- 62. Works effectively with others toward achieving common goals including morale and teamwork.
- 63. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

- 64. Traction
- 65. Specialty beds
- 66. SCD's
- 67. K pad
- 68. CPM
- 69. TTU
- 70. NG Tube/suction
- 71. Foley catheters
- 72. O2
- 73. Bladder scanner
- 74. Dinamaps/datascope
- 75. Electronic thermometers
- 76. Drains

STANDARD
77. Plexipulse boots
78. A-frame
79. Gait belt
80. Hypothermia
81. OHFT
82. CBI
83. Shoulder immobilizer
84. Anti embolism stockings
85. ARJO Equipment
86. Printer/Computer
87. Copy machine
88. Fax machine

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Patient Care Technician

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
 - High school or GED
- Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current State certification
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- One year acute care hospital experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of _____ on Clerical test
- Minimum typing of _____ wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 4 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 2 Kneeling
- 4 Balancing
- 3 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Masks
5. TB Mask (if respirator fit tested)

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date