

Job Title: Ward Clerk/Patient Care Technician
Department: Nursing
Classification: Non-Exempt
Reports to: 1. Nurse Manager
2. Vice President of Patient Services

Summary

Under the general direction of the Nurse Manager or Charge Nurse on a given work unit, the Ward Clerk/Patient Care Technician performs a variety of clerical and direct patient care activities in order to assist with the responsibilities of the work unit.

Essential Functions

- Receives report at beginning of duty relative to patient status and care requirements. Receives assignments from nursing personnel. Assumes responsibility for the overall order and cleanliness of the patient room as well as the nursing station area.
- Assists or administers baths, showers, dressing and undressing patients and assists with the personal hygiene and feeding of patients. Secures urinals, bedpans, bedside commodes or other types of receptacles and equipment for use by the patient and care of such after use. Performs and assists nursing personnel in the administration of AM and PM care.
- Changes bed linens. Observes and answers patient call bells. Assists in repositioning of patient.
- Collects or assists in the collection of body excretions and secretions and other specimens for Laboratory or other clinical departments. Collects urine specimens and records/reports finding to nurse. Assist with delivery of specimens to the lab as needed.
- Observes and records intake and output. Takes vital signs: temperature, pulse, respirations and blood pressures and records these findings.
- Assists the patient in transferring and ambulating. Moves or assists in the moving of patients. Assists in the admission /discharge and transfer procedures. Transfer patients to and from procedures as needed.
- Maintains general cleanliness of service and patient areas. Notes when supplies are low and assists in restocking.
- Attends general and/or educational meetings as scheduled. Works cooperatively with each associate and patient. Maintains positive image for hospital by practicing good guest relations. Performs other related duties of the department as assigned by authorized personnel. Responds to all codes and assists as needed.
- Verbally communicates with all team members regarding patients and families. May, on a limited basis, document in Meditech those tasks which they have performed or duties clearly within the scope of this position.
- May collect blood glucose chem strips.
- Provides direct patient care under the supervision of a RN or LPN. Performs various unit duties as assigned, such as complete monthly cleaning schedule and other environmental duties as needed.
- Performs general clerical duties required in maintaining records, patient charts, reports and a variety of duties.
- Floats between departments as needed.
- Assist the nurse manager with preparation of orders for supplies and equipment as necessary.
- Assist with collection, safe-guarding and storing patients valuables in hospital safe.

- Make arrangements with other hospitals for tests to be performed or transfers to their facility. Call and make appointments for patients with different facilities. Prepare appropriate paperwork. Copy and fax information as needed.

Education/Experience

- High School diploma or equivalent.
- Medical terminology course preferred.
- Current American Heart Association/American Red Cross Cardiopulmonary Resuscitation (CPR) Certification. Can be completed upon hire.

Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team
- Required to abide by, and comply with, established Departmental and Hospital policies, procedures and standards.
- Required to perform the duties of the position in a safe and efficient manner.
- Ability to remain calm and perform effectively during emergency situations.
- Ability to adapt to a wide range of physical and emotional situations and to utilize alternate decision making in the application of procedures sufficient to overcome problems.
- Ability, knowledge and skills necessary to comply with and function within the scope of current legislation and the rules, regulations and standards for this position.

Work Environment

Work is performed indoors, in well-lighted, well-ventilated areas and the employee may encounter potentially adverse conditions due to exposure to patient contact, contagious diseases or hazardous materials.

Work is primarily performed in a variety of positions and requires occasional periods of physical exertion and some heavy lifting.

Positions Supervised

None

Approved by:

_____	Title: Nurse Manager	Date: _____
_____	Title: VP of Patient Services	Date: _____
_____	Title: HR Manager	Date: _____



Date prepared 3/29/2023