

PATIENT CARE TECHNICIAN (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for providing personal care and treatment of hospital patients. Responsibilities involve the performance of clinical support functions and patient care techniques and preparation of patients for treatment and operating procedures. Incumbents perform specialized patient care duties to support the needs of the department and may perform apprentice level duties in anticipation of advancement. This class is distinguished from Senior Nursing Aide in that it involves the performance of unique, specialized patient care activities. Work is subject to shift assignment and weekend rotation. Supervision is not a responsibility, however incumbents may act in a lead role in the area of expertise. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and assists with medical procedures as directed;

Performs specialized patient care related to the area of specialty (e.g. prepare and assist with minor procedure set up, prepare casts, assist surgical team);

Reports changes or problems in patient condition to professional nursing staff;

Collects or assists in the collection of specimens for testing and analysis;

Prepares supplies and environment prior to and after care;

Obtains and records vital signs and weights;

Obtains and labels specimens;

Ensures adequate inventory of equipment and supplies related to area of specialty;

Ensures general maintenance of areas that involves the strict monitoring of infection control;

Cleans and prepares specialized equipment/instruments and their components;

May assist with admission, transfer and discharge of patients;

Transports patients to units and ancillary departments for testing;

Performs accu-checks, and oral and nasal suctioning;

May perform EKG's, obtain old EKG's and forward to appropriate staff:

May perform venipuncture

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the standards of accepted patient care; familiarity with basic asepsis and sterile techniques; skill in demonstrating nursing aide techniques; skill in interpersonal relationships; skill in handling and operation of technical equipment; ability to understand and follow instruction providing care to patients; ability to adequately record observations of patients in writing; ability to maintain effective working relationships with other health care providers; good judgment; tact; initiative; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and either: (a) two years of experience in a medical, hospital or health care setting which involved patient care related duties; or (b) satisfactory completion of a one-year EKG certificate program; or (c) satisfactory completion of the Westchester Medical Center Surgical Technician program or the equivalent of such course of training as determined by the Director of Nursing; or (d) two years of experience in maintaining or repairing medical, mechanical, or electronic equipment.

SUBSTITUTION: Satisfactory completion of 30 college credits* in a patient care related field may be substituted on a year-for year basis for the experience as list in (a) above.

SUBSTITUTION: Satisfactory completion of the in-service training program for senior nursing aide level or the equivalent of such course of training as determined by the Director of Nursing or satisfactory completion of an orthopedic technologist program recognized by the National Association of Orthopedic Technologists may be substituted for one year of experience as listed in (a) above.