



Wallowa County Health Care District

JOB TITLE: Emergency Department Technician

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Med-Surg

DATE: April, 2023

REPORTS TO: Director of Nursing Services

APPROVED BY: Chief Nursing Officer

JOB SUMMARY:

This position is responsible for performing direct patient care activities within scope of practice, as an ED Tech, under the direction of Physician in the Emergency Department. Works as a member of the emergency medical team, contributes to assessment of patient status, planning of care, implementation of nursing care activities, patient/family teaching and evaluation of patient response to treatment through observation of the patient. The employee will assist nursing staff in providing high quality and compassionate care for patients to promote a collaborative, interdisciplinary approach towards patients, families, and all members of the care delivery team.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal

strength Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following and other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description should be inferred to condone an employee acting out of their scope of license or certification.

- Participate in patient care in collaboration with RN: which may include vital signs; IV starts; blood draws; document on flow sheet or in electronic medical record; communicate with patient and family; set-up and assist with procedures; clean and dress wounds; EKGs; splinting; assist with airway management; initiate cardiac monitoring; may be required to perform emergency defibrillation; point of care testing; patient transport; patient discharge.
- Performs basic patient observation skills and reports significant changes in patient condition to the appropriate team member. Observation of secluded, restrained, or patients requiring constant or frequent observation.
- Assist with administrative duties such as patient transfers and discharges.
- Maintain department supplies by stocking patient rooms and supply areas to meet patient care needs. Assist in keeping patient care areas and equipment clean. Room set-up.
- Performs clerical and communication functions to support departmental operations and patient care, including follow-up calls
- Order entry and results retrieval in the computer system.
- Document patient care in health care record according to standards.
- Provide assistance to other nursing departments within scope of practice.
- Completes and adheres to specific duties outlined in attached ED Tech competency profile.



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EDUCATION & EXPERIENCE:

- Graduate of an accredited Emergency Medical Technician certificate course or Certified Nursing Assistant license required.
- Current BLS certification.
- Excellent computer skills required.
- **For EMT-B or EMT-A:**
 - Community Health Worker Certification preferred
- **For EMT-P:**
 - Current ACLS & PALS certification
 - NRP certification preferred

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem- solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Organizing, Planning, and Prioritizing Work: Develop specific goals and plans to prioritize, organize, and accomplish your work while maintaining premiere patient care.
- Communication: Ensure clear & appropriate communication with all individuals involved in patient care.
- Critical Thinking: Applied by the ED Tech in the process of solving problems of patients and decision- making processes with creativity to enhance the outcome. It is an essential process for safe, efficient, and skillful interventions.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes patient/family needs assessment, meeting quality standards for services, and evaluation of patient/family satisfaction.
- Teamwork - Healthcare teams that communicate effectively and work collaboratively reduce the potential for error, resulting in enhanced patient safety and improved clinical performance.

WORK ENVIRONMENT:

This job operates in a healthcare setting. This role requires regular walking to various locations around the hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



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POSITION TYPE AND EXPECTED HOURS OF WORK:

This position is in a healthcare facility which is open 24 hours a day, 365 days a year. Rotating shifts as well as holiday and work during inclement weather will be required.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date



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EMERGENCY DEPARTMENT TECHNICIAN COMPETENCIES

PREPARE PATIENT FOR EXAMINATION:

- Measure oxygen saturation of patient
- Measure body temperature
- Obtain pulse rate
- Obtain respiratory rate
- Measure blood pressure
- Establish cardiac monitoring
- Weigh patient as needed
- Measure height of patient as needed
- Maintain a therapeutic environment
- Document patient care/action
- Assist with gowning the patient

MAINTAIN PATIENT SAFETY:

- Perform safety checks and hourly rounding checks
- Assist with patient ambulation
- Monitor emotionally unstable patients *** after appropriate training ***
- Report suspected abuse
- Maintain seizure precaution
- Immobilize potential harmful behavior
- Assist with maintaining spinal motion restriction

PERFORM/ASSIST SPECIAL PROCEDURES:

- Perform CPR
- Perform EKG
- Provide wound care
- Set-up and assist with Sterile Procedures
- Perform orthostatic vital signs
- Perform ambulation trial
- Prepare IV setup *** perform IV start ***
- Measure visual acuity
- Perform data entry
- Prepare patient for disposition
- Transport patients off unit
- Perform post-mortem care
- Photographically document wounds as requested by physician

COLLECT LABORATORY:

- Obtain urine specimen
- Obtain stool specimen
- Obtain swab cultures
- Obtain sputum specimen
- *** Draw blood samples ***
- Obtain POC glucose measurement
- *** Insert catheter to obtain urine specimen ***

PERFORM AIRWAY MANAGEMENT:

- Perform light suctioning of the oropharynx as-needed
- Administer oxygen therapy
- Titrate oxygen to goal spO2
- Monitor end-tidal CO2 measurements

PERFORM OTHOPEdic IMMOBILIZATION/PROCEDURES:

- Assist physician with orthopedic reductions
- Assist with splint application
- Apply performed splints
- Apply orthopedic devices
- Provide crutch training



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PREPARE PATIENT AREA FOR NEW:

- Dispose of waste
- Clean and dress bed
- Facilitate Environmental Services when necessary
- Prepare instruments for sterilization
- Perform minor equipment maintenance
- Clean and ensure charging on ultrasound machine and butterfly u/s
- Clean and ensure charge on iPad
- Check and ensure charge on glidescope with airway cart check

MAINTAIN DEPARTMENT:

- Stock linens
- Inventory and supply respiratory cabinet
- Inventory and supply dressing and wound care cart
- inventory and supply patient rooms
- stock IV supplies
- inventory and supply PPE
- inventory and supply crash carts
- inventory and supply any special procedure carts

PERFORM PATIENT COMMUNICATION:

- perform post-ED visit follow-up calls within predetermined template
- communicate with MD or nursing any questions
- identified with follow-up calls

PERFORM PATIENT CARE ON MEDICAL-SURGICAL UNIT:

- perform suctioning of the airways as-needed
- administer oxygen therapy
- Titrate oxygen to goal spO2
- Prepare patient for disposition
- Monitor emotionally unstable patients ***after appropriate training***
- Assist with patient ambulation
- Perform safety checks and hourly rounding
- checks
- Measure vital signs at ordered intervals (pulse, blood pressure, temperature, respirations, oxygenation saturation)
- Assist with hygiene tasks for patient (bathing, toileting, etc.)
- Clean and dress bed
- Obtain POC glucose measurement

PERFORM PATIENT CARE IN SURGERY DEPARTMENT:

- Measure vital signs at ordered intervals
- Assist with gowning the patient
- Establish cardiac monitoring
- Prepare IV setup ***perform IV start***
- Prepare patient for disposition, including
- discontinuing IV if asked
- Clean and dress bed
- Clean high-touch surfaces between procedures

**** SPECIFIC PROCEDURES ONLY TO BE DELEGATED AFTER SEPARATE COMPETENCY/TRAINING DEMONSTRATED AND APPROVED. ****