

Job Title: Patient Care Technician I
Department: Emergency Room
Reports to: List Manager/Supervisor of Position
Supervises: No
Grade/FLSA: 008/Non-Exempt
Job Code: 1095
Job Group: Clinical
Essential: No
Revision Date: 8/22/2024

JOB SUMMARY:

The Patient Care Technician I (PCT I) will work in partnership with the licensed nurse to support the delivery of care in a safe patient environment that promotes caring and healing. The PCT I should demonstrate basic knowledge/ skills necessary to communicate appropriately and carry out delegated tasks for age specific populations under the supervision of a licensed nurse. The position records data as directed by policy and procedure, and reports observations and patient concerns to the licensed nurse. The PCT I is responsible for assigned non-nursing functions. Duties of the position include, but may not be limited to, obtaining vital signs; assisting patients with basic tasks, such as bathing, dressing, and eating and other ADLs; collecting specimens for lab tests; and assistance with monitoring of patients. The PCT I is competent to perform in at least one general area of practice.

MAJOR RESPONSIBILITIES / DUTIES / CRITICAL TASKS:

- Provide assistance to patients with ADLs and through ongoing monitoring and response to patient needs.
- Organize work in order to complete daily assignments within assigned timeframes.
- Competently perform defined skills in order to meet patient needs/expected outcomes.
- Maintains a clean, orderly and safe environment by following appropriate safety, infection control and patient care policies.
- Participates in tasks related to environment and equipment use, (including use, cleaning and storage) according to unit and hospital policy.
- Appropriately utilizes and charges for supplies used in patient care.
- Assists with cost effective care by ensuring appropriate use of supplies with minimal waste.
- Competently delivers therapeutic interventions to populations served under the direct supervision of a licensed nurse.
- Completion of any training, education, and competencies that are needed annually as assigned.
- Other duties as assigned.

ACCOMPANYING KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

Basic computer skills required.

Competent to use patient care related machines and equipment.

Strong verbal and written communication skills.

Active listening skills.

Good problem-solving skills.

Strong time management skills.

Ability to think strategically and act tactically.

Ability to handle multiple tasks at the same time.

Ability to embrace the client relationship to guide decisions and actions.

Demonstrates good teamwork.

REQUIRED EDUCATION / EXPERIENCE:

High School Diploma or equivalent.

BLS certification or will have within 30 days of hire/ transfer into position date.

PREFERRED EDUCATION / EXPERIENCE:

Completion of approved certified nursing assistant course.

Active certification within the State of Texas.

WORKING ENVIRONMENT:

Clinical/Surgical environment.

Physical Requirements	(Percent of time)
Lift, Push, Pull – Things/Objects up to 75lbs:	20%
Bending/Stooping:	0%
Gripping/Pinching (forceful/repetitive):	0%
Kneeling/Squatting:	0%
Reaching Forward:	5%
Reaching Overhead:	5%
Typing/Computer Use:	40%
Climbing, Crawling, Digging:	0%
Driving Car or Truck:	0%
Operating Heavy Equipment or Tools:	0%
Working at Heights:	0%
Walking:	25%
Sitting:	20%

Standing:	40%
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SUPERVISION OF OTHERS:

This position has no supervisory responsibilities.

OTHER:

(This position is considered "Non-Essential" and assigned to an employee whose presence is not essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after the emergency status has ended.)

Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

The above statements describe the level of work performed and expected in general terms. The statements are not intended to list all the responsibilities, duties, and/or skills required of employees so classified, and the content herein is subject to change due to the business needs of UT Health East Texas North Campus, with or without notice. Furthermore, nothing in this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of UT Health East Texas North Campus staff.

SIGNATURE OF EMPLOYEE

SIGNATURE OF SUPERVISOR

DATE SIGNED