

JOB TITLE: PCT (Patient Care Technician)	DEPARTMENT: Rural Health Clinic	POSITION OF SUPERVISOR: Clinic Nurse Manager
FLSA STATUS: Non-Exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE: 6.14.21

Position Summary:

The PCT assists in the administration of care to patients in a safe, efficient, and courteous manner. The PCT must be adept in the measuring of blood pressure, heart rate, respiratory rate, oxygen saturation and temperature. The PCT must be able to collect basic patient information as instructed and enter information into the electronic medical record. The PCT possesses the ability to assess / collect data reflective of the patient’s status relative to his/her age-specific needs. Work may be performed in person and/or over the phone is in congruence with established hospital policy and procedure. The PCT must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or GED preferred.
Experience:	Prefer experience as a medical assistant, nurse’s aide and/or EMT-B.
Special Skills, Licenses or Certifications:	BLS Certification within 3 months of hire.
Physical Demands:	Lifting a minimum of 50 pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting; ability to push wheelchairs; transfer patient from chair to exam table.
Work Environment:	Work is performed in a physician office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: Discharge Clerk and/or Clinic Scheduler.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
2. Comply with all PSMC and department procedures, rules and directives.
3. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
4. Be courteous, respectful, honest, and solution-oriented in dealing with others.
5. Communicate accurately, clearly, and effectively both orally and in writing.
6. Possess excellent organizational skills and the ability to multi-task.
7. Work independently and perform the job with minimum supervision.
8. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
9. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
10. Respect the importance of compliance and quality programs and support the same.
11. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
12. Participate in employee training, Disaster Preparedness and emergency events.
13. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Values the physical, spiritual, and emotional health of each person served.
2. Utilizes initiative, strives to maintain a steady level of productivity; self-starter, compatible and supportive; a team player.
3. Demonstrates the ability to be flexible, organized and function under stressful situations.
4. Represents the organization in a positive and professional manner.
5. Demonstrates that their quality of work is accurate and is detail oriented.
6. Attends staff meetings and mandatory training as scheduled.
7. Demonstrates the ability to perform complete vital signs on all patients and reassesses as directed. This includes pediatric, geriatric and the general patient population.
8. Utilizes universal precautions with all patients.
9. Demonstrates the ability to answer the phones utilizing appropriate phone etiquette.
10. Can perform all the standard job requirements.
11. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Manager	

(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)