

Cordova Community Medical Center

Job Description

Orderly / Patient Technician

Job Title:	Patient Observer	Status:	Casual
Supervisor:	Director of Nursing	Pay Grade:	\$22.00 - \$25.00 per hour
Department/Division:	Nursing	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the Director of Nursing, this position requires the ability to have patience and companionship. The position under direct supervision, ensures patient safety under Cordova Community Medical Center (CCMC) care through observation. May assist a Certified Nursing Assistant (CNA) with patient activities of daily living. The Orderly / Patient Technician has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Report all changes in the resident's condition to the Staff Nurse as soon as practical.
- Assist in arranging for and making appointments for diagnostic and therapeutic services.
- Make residents appointments and keep nursing staff informed of resident's appointments.
- Greet and escort residents to their room.
- Introduce residents to his/her roommate, if any, and other resident and personnel as appropriate.
- Make the resident comfortable. (i.e., put to bed, get water, etc.).
- Inventory and mark the long term care resident's personal possessions. Store the resident's clothing.
- Assist residents with packing their personal possessions when they are being transferred to a new room, or when being discharged.
- Report all complaints and grievances made by the resident
- Make beds (unoccupied only).
- Check rooms for food articles (i.e. food in proper container, unauthorized food items, etc.). .
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other related duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent.

REQUIREMENTS: Must have an upbeat personality, get along with co-workers, and be a team player with keeping our patients always as first priority. Must be self-motivated, have excellent communication and organizational skills and be able to operate multi-line phone lines.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current on all immunizations
Annual influenza immunization required

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Orderly / Patient Technician

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name

Manager Signature

Date