

REPORTS TO:	Director of Emergency Services
REVISED:	12/2021, 09/2022
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

The Emergency Department Technician (EDT) is responsible for providing basic technical patient care skills under the direction and supervision of the Registered Nurse (RN). Supports the Emergency Department professional clinical staff by providing direct patient care, performing phlebotomy functions, EKGs and assistive skills on all age groups: neonate, infant, child, adolescent, adult and geriatric as assigned by the provider or RN. Performs clerical work and coordinates communications within the unit. Facilitates the information exchange process between the nursing area and other hospital departments. Responsible for ADVANCING EXCEPTIONAL CARE through the implementation of policies, protocols, and practice guidelines; participating in rigorous performance improvement monitoring and staff education.

QUALIFICATIONS:

Education and/or Experience

- High school diploma preferred or high school equivalency preferred
- Experience as a Certified Nursing Assistant, Patient Care Technician, or certified in Iowa as an EMT preferred
- Knowledge in Microsoft Office, Excel, and Word preferred

Certificates, Licensure, Registrations

- Current Certification as a Nursing Assistant or Emergency Medical Technician in State of Iowa
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: ED Tech](#)

	Essential Job Duties and Responsibilities
1.	Works with and assists Providers and Nurses and provides technical support for patient care
2.	Reports on the condition of the patient to the appropriate supervisor and other staff members
3.	Cleans and stocks carts, rooms, and changes linen, as required. Cleans room (changes linens on carts, cleans equipment, and removes disposable items, and wipes down counters and sinks) in preparation for the next patient.
4.	Assist with the transport of patients to other departments if appropriate
5.	Performs tasks including positioning and maintaining patient in correct and safe alignment; measuring and recording temperature, pulse rate, respiratory rate and blood pressure; measuring and recording height and weight, intake and output, as directed and communicating results with RN

	Essential Job Duties and Responsibilities
6.	Performance of 12 lead EKGs
7.	Performs phlebotomies and blood glucose
8.	Collects and accurately labels various specimens, including urine and venous blood specimens.
9.	Performs or assists patients with personal hygiene such as oral care, dressing/undressing and elimination needs. Assist patients to bathroom/bedside commode/peri care if applicable
10.	Answer call lights as appropriate
11.	Assist with positioning patients, assist applying orthopedic dressing and splints
12.	Answers phone, takes messages and communicates to the appropriate person
13.	Assists with collecting patient information to send with transfer/discharge, faxing/ calling for providers for transfer availability once found transferring to provider
14.	Coordinates with staff to meet established quality standards
15.	Assist Triage Nursing in meeting the needs of individuals in the waiting area, with vitals, rooming patients, and helping get patients out of car.
16.	Assists RN with arrival of EMS patients
17.	Rounding every 30 minutes or sooner on patients and meeting their needs or communicating them to the RN
18.	Performs or assists with CPR.
19.	Prep charts in correct folder, ensure general consent has been obtained/signed, pt Identification bracelet applied if not already completed.
20.	Hospital Decon team member
21.	Behavioral Health sitter as needed
22.	Other duties as assigned

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		x		
Standing			x	
Walking			x	
Climbing	x			
Driving	x			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			x	
Push/pull		150 lbs.	100 lbs.	50 lbs.
Twisting		x		
Bending			x	
Reaching forward			x	
Reaching overhead		x		
Squat/kneel/crawl	x			
Wrist position deviation			x	
Pinching/fine motor activities			x	
Keyboard use/repetitive motion				x

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		x	
Far Vision		x	
Color Discrimination			x
Depth Perception		x	
Hearing		x	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		x

EMERGENCY DEPARTMENT TECHNICIAN

REVIEWED 06/2025

Chemical				x
Airborne Communicable Disease				x
Extreme Temperatures		x		
Radiation				x
Uneven Surfaces or Elevations		x		
Extreme Noise Levels				x
Dust/Particulate Matter				x
Other (List)				

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours			x	
Regular, punctual attendance for assigned shifts			Yes	
Available to work overtime			Yes	

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____