

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

PRIMARY FUNCTION:

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

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](#)

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- On-call availability as needed. (Only listed on positions who may take call or do low-census on-call, remove if not needed)
- Weekend and Holiday rotation as needed.
- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- **Lift, push, pull, or carry** light to moderate loads, with assistance available for heavier items.
- **Use fine motor skills**, including grasping, reaching, and handling equipment or materials as needed.
- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- **See and hear** well enough to read documents, operate equipment, and communicate effectively.
- **Work in a dynamic environment**, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—**Compassion, Advancing, Relationships, and Exceptional**—are at the heart of everything we do. These values drive our commitment to **Advancing Exceptional Care**, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion:** Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing:** Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships:** Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional:** Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Summary of Duties

- Works with and assists Providers and Nurses and provides technical support for patient care
- Reports on the condition of the patient to the appropriate supervisor and other staff members
- 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.

- Assist with the transport of patients to other departments if appropriate
- 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
- Performance of 12 lead EKGs
- Performs phlebotomies and blood glucose
- Collects and accurately labels various specimens, including urine and venous blood specimens.
- 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
- Answer call lights as appropriate
- Assist with positioning patients, assist applying orthopedic dressing and splints
- Answers phone, takes messages and communicates to the appropriate person
- Assists with collecting patient information to send with transfer/discharge, faxing/ calling for providers for transfer availability once found transferring to provider
- Coordinates with staff to meet established quality standards
- Assist Triage Nursing in meeting the needs of individuals in the waiting area, with vitals, rooming patients, and helping get patients out of car.
- Assists RN with arrival of EMS patients
- Rounding every 30 minutes or sooner on patients and meeting their needs or communicating them to the RN
- Performs or assists with CPR.
- Prep charts in correct folder, ensure general consent has been obtained/signed, pt Identification bracelet applied if not already completed.
- Hospital Decon team member
- Behavioral Health sitter as needed

Quality Program Participation

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

Other Responsibilities

- Performs additional duties as assigned to support the strategic initiatives of CRHC.

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: _____