



## ER Technician JOB DESCRIPTION

Position Title: ER Technician Exemption Status: Non-exempt

Job Classification: \_\_\_\_\_ Job Code: \_\_\_\_\_

Department: Emergency Department

Reports to: ER Supervisor

Last Update: 10/2021

### Job Summary

The Emergency Room Technician provides basic patient care under the supervision of a Registered Nurse. Patient care would include: obtaining vital signs, placing patients in exam rooms, obtaining specimens, performing 12 lead EKGs preparing patients for nursing and provider evaluation, and assisting clinicians. They will see that the area is orderly, well stocked with supplies and equipment is ready for use.

### Essential Functions

- Direct care is provided at the direction of MD or RN, according to age-related needs and in accordance with accepted standards and hospital policies and procedures
- Prepares patient for MD evaluation
- Technical skills reflect knowledge of safe use of equipment
- Ensures specimens are collected as directed
- Performs safe treatments and point of care testing, documents appropriately
- Remains calm, professional, and effective in emergency situations
- Informs healthcare team of changes in patient condition
- Cleans room after each patient
- Stocks rooms with supplies daily and reorders as needed
- Stores incoming supplies neatly and timely
- Contributes to maintaining the cleanliness of the common areas
- Takes vital signs and documents information appropriately
- Assists with basic wound care and assists with setting up for wound repairs
- Performs basic orthopedic interventions, such as ace wraps and basic splinting according to training
- Ensures appropriate patient communication services are accessed and available such as translators and interpreters
- Communicates effectively with patients and family considering age-specific and cultural needs

- Identifies urgent situation and takes appropriate measures
- Performs 12 lead EKGs, labels EKG accurately, gives to attending MD and/or RN
- Assists with patient transport
- Assists with use of patient lift devices
- Assists in the orientation of students and new employees
- Communicates with nurse manager or charge nurse any concerns regarding students or orientees.

Intervenes appropriately if unsafe situation occurs.

- Performs other duties as assigned
- Identifies self, using name and title, when performing patient care and when answering phone

### **Professional Requirements**

- Current CPR certification

### **Qualifications**

- Previous medical training such as EMT or Military Corpsman

### **Knowledge, Skills, and Abilities**

Must demonstrate technical competence and capable of using electronic medical records and centralized monitoring systems. Must have knowledge of medical terminology. Must be able to interact professionally and effectively communicate with physicians, staff, patients, and public. Must show sensitivity for the hospitalized patient and family. Must be able to follow instructions, work quickly and accurately in a fast-paced environment. Analytical and grammatical skills are necessary to communicate effectively, verbally and in writing. Will utilize clerical and computer skills for a variety of support functions. Organizational and multi-tasking skills are essential. Strict confidentiality must be maintained at all times.

### **Safety**

Follows safe work practices, takes an active interest in preventing injury or illness and promoting a safe and healthful environment for self and others, and complies with Hospital and governmental safety regulations.

### **Professional Development**

Promotes professional growth of self and co-workers by participating in on-the-job training, continuing education and assisting with training of new employees.

### **Compliance**

Assumes personal responsibility to comply with all Federal, State and local laws governing business conduct, conducts business in an ethical and trustworthy manner, and displays the qualities and characteristics of a professional at all times when dealing with patients, visitors, physicians, volunteers, and fellow employees.