Job Description

**Job Title:** Emergency Department Tech

**Classification:** Full Time non-exempt

**Education Required:** High School Diploma/GED

**Reports to:** Department Manager of ICU/ED

**Creation Date:** 06/24/2016

**Revised Date:**

**Job Summary**

The Emergency Department Tech reports to the Emergency Department Manager. The ED Tech works primarily in the emergency department under the direction of team leaders, usually ED Physician and Registered Nurse. The Emergency Department Tech performs a wide range of duties in their role and plays a vital role in the wellbeing of patients in an urgent care setting.

**Essential Duties and Responsibilities:**

* Receives direction and assignments from physicians and nurses and provides technical support to optimize patient care.
* Responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members.
* Coordinate and assist with care as directed.
* Cleans and stocks carts, rooms, and changes linen, as required.
* Assists with transport of patients to other departments.
* Assist with resuscitation / CPR and emergency airway procedures.
* Assist with obtaining and documentation of vital signs and placement of oxygen saturation, cardiac monitoring, and non-invasive blood pressure monitoring systems.
* Assist with other technical functions such as: obtaining 12-lead EKGs, discontinuation of peripheral IV and saline locks, maintenance and care of specimens for laboratory analysis, and Point of Care Testing.
* Assist with wound care, insertion of Foley catheters, and nasogastric tubes.
* Assists with positioning patients, application of orthopedic splints and dressings.
* Maintains appropriate documentation.
* Participate in team meetings and in services as needed.
* Phlebotomy procedures performed within the policies and procedures of GCGH.
* Wound care and splinting performed within the policies and procedures of GCGH.
* Unit Secretary functions
* Certified Nursing Assistant functions
* Patient rounding, keeping patients informed of wait times and plan of care
* Helps maintain stock levels and cleanliness of patient rooms on a continuous basis
* Assists in entering patient information in CPSI computer system.
* Obtains lab specimens and assists the RN and physician with any patient care duties, as needed.
* Assist patients to undress and dress as well as lifting and positioning patients.
* Coordinate relations between care providers, patients, and visitors.
* Completes special projects for unit manager, supervisors and charge nurses.
* Cleans equipment and restocks supplies; assists in the ordering, receipt and storage of supplies.
* Other duties as assigned.

**Job Requirements:**

**Education:** High school education or equivalent.

**Experience/Skills:** Experience in a medical field such as EMT, CNA, or current nursing student with a minimum of 2 clinical semesters completed. Should have working knowledge of medical abbreviations and medical terminology. Excellent computer skills required. Must have excellent communication and customer service skills. A

**Physical Requirements:** Ability to perform work that requires frequent standing, walking, bending, reaching and lifting.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_