

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Patient Care Technician

Class Code: 7222

Pay Grade: 405

GENERAL CLASS DESCRIPTION:

Under direct supervision, assists the members of the nursing team in provision of multiple types of patient care in in-patient and out-patient care areas. Their work requires familiarity with a wide variety of nursing procedures used in delivering patient care.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Independently obtain and record vital signs including temperature, pulse, respiration, and blood pressure.
2. Carries out medical asepsis when performing skills and tasks including but not limited to phlebotomy, peripheral IV removal, & Foley catheter removal and cares for patients who are medically isolated.
3. Performs simple diagnostic and therapeutic procedures such as enemas, preoperative preparation of the skin, dressing changes, collecting specimens, applying binders, braces, etc.
4. Performs special duties as taught and directed by the nurse in charge including but not limited to phlebotomy, ECG lead/12 lead placement, and brace/pin site cares.
5. Assists with patient admission, transfers, and discharges.
6. Directly provides for patients' personal hygiene and comfort.
7. Turns, positions and ambulates patients.
8. Transports patients, equipment, specimens, and supplies.
9. Feeds patients, serves drinking water and nourishments, and records patients' intake.
10. Assists patients with bedpans and urinals and records output.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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11. Participates in nursing care conferences; reports pertinent patient information and incidents to nurse in charge.
12. Provides for patient comfort measures through social interactions.
13. Shares responsibility for preparation, proper use and care of equipment and supplies, and for neatness and cleanliness of unit.
14. May assemble and maintain equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians or nurse.
15. Cleans areas per designated guidelines and standards demonstrating proper use of approved disinfectants, cleaning products, and care of the housekeeping equipment
16. Stock and supply patient rooms and nursing units.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to communicate effectively with others verbally, electronically, and in writing with patients, family members and health care staff.
3. Ability to maintain patient confidentiality.
4. Ability to provide care with regard to patient condition and age.
5. Knowledge of principles of sanitation and health hazards.
6. Ability to maintain effective working relationships.
7. Knowledge of medical terminology, instruments and supplies.
8. Ability to collect patient data and maintain accurate records.
9. Knowledge of keyboarding and computer data entry skills.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow instructions.