

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Patient Care Technician (PCT) Trainee **SALARY RANGE:** TSS 6

WORK STATION: Dialysis Center **SUPERVISOR:** Charge Nurse

SUPERVISES: None

NON-EXEMPT

POSITION SUMMARY: The hemodialysis tech trainee will learn to perform reprocessing of dialyzers and water testing under the direct supervision of a Dialysis Registered Nurse. Will learn all procedures and processes associated with dialysis machines under the direct supervision of a Dialysis Registered Nurse. Must complete classroom hours and successfully pass the test to become Certified as a Patient Care Technician in a timely manner.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in medical field desired.
3. Ability to bend, crouch and lift thirty- five (35) pounds minimum throughout a twelve (12) hour shift.
4. Ability to communicate clearly and appropriately, both written and verbally.
5. Must meet all requirements regarding standards of care, confidentiality, and professional behavior per Unit and Toiyabe Indian Health Project policy.
6. Must be able to work with hazardous materials.
7. CPR certified or obtain within three months of hire.
8. Possess valid driver's license and be insurable with company insurance.
9. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
10. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES:

PATIENT CARE RESPONSIBILITIES UNDER DIRECT SUPERVISION OF DIALYSIS RN:

1. Assessment of chronic hemodialysis patients prior to, during, and following dialysis treatment.
2. Initiate, monitor, and terminate hemodialysis treatment per Unit policy, providing appropriate intervention.
3. Record all pertinent data using appropriate documentation.
4. Obtain and appropriately process laboratory specimens.
5. Maintain a clean and safe treatment environment meeting all OSHA, HCFA, and Unit requirements.
6. Treat all patients with dignity and respect.
7. Assist in the assessment of patient needs and in the development/evaluation of nursing care plans.

8. Document and report learning deficits and problems.

TECHNICAL RESPONSIBILITIES UNDER DIRECT SUPERVISION OF DIALYSIS RN:

9. Safe operation of current dialysis machines and equipment, identifying machine problems and reporting to appropriate staff.
10. Maintain cleanliness of machines and equipment at all times, to include setting up, prime and cleaning.
11. Follow all universal and safety precautions.
12. Ensure safe water treatment systems by routinely checking chloramines, sending in water samples monthly, and sterilizing the water system when needed, providing appropriate documentation.
13. Operate, maintain, and sanitize the dialyzer-reprocessing machine and sterilization of R/O system, providing appropriate documentation.
14. Stock appropriate supplies and equipment in work area
15. Attends unit in-services, meetings, and patient care conferences as directed by Dialysis Nurse Administrator.
16. Must maintain a professional attitude and conduct at all times with other staff and patients.
17. May participate as a member of the CQI Committee.
18. Other job related duties as assigned.

Description Reviewed: **Employee:** _____ **Date:** _____

Supervisor: _____ **Date:** _____