

Job Title: Nurse Technician

Job Code: TBA

FLSA: Non-Exempt

Reports to: Supervisory Registered Nurse

Revision Date: 5/11/2016

Supervisory Responsibility: No

General Description

The Nurse Technician is a nursing student employed by a nursing home licensed under chapter 18:51 RCW, who is:

- currently enrolled in good standing in a nursing program approved by the commission and has not graduated
- or is a graduate of a nursing program approved by the commission who graduated:
 - within the last 30 days or
 - within the past sixty days and has received determination from the secretary that there is good cause to continue the registration period, as defined by the secretary in rule.

Duties and Responsibilities

Job Specific Performance Outputs:

- Maintain requirements to qualify for employment as a nursing technician
- Follow scope of practice as defined in WAC's and facility standards
- Function only under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician
- Perform specific nursing functions based upon and limited to current nursing education and when they have demonstrated the ability and been verified to safely perform these functions by the nursing program in which the nurse technician is enrolled
- Assume responsibility for accurate and timely administration of medications except for
 - Chemotherapy
 - intravenous medications
 - and scheduled drugs.

These medications may not be administered by the Nursing Technician

- Practice 8 rights of medication administration: (Drug, Resident, Dose, Time, Route, Dosage Form, Response, Documentation), and other safety measures associated with storage, administration, and handling of medication equipment and supplies
- Evaluate the effects and note side effects of all medications, procedures, and treatments administered and report to the RN Supervisor as indicated
- Notify the RN when any medication, procedure, or treatment that the nursing technician cannot perform, is due
- Keep RN, Unit Manager, MDS Nurse aware of changing resident needs that may require modification in the plan of care and or nursing orders
- Document according to all established policies and procedures
- Ensure that physician orders are transcribed, noted, and carried out accurately and promptly
- Ensure that resident rights and dignity are safeguarded in all aspects of resident care
- Assist with prompt responses to call lights
- Assist other team members to ensure:
 - Plan of care is followed
 - Fluid and dietary needs of residents are met and assist in dining rooms and with resident feedings

Employee Initials _____

- Residents are correctly positioned, clean and well groomed
- Rehabilitative programs are adhered to
- Resident and facility safety is maintained
- Report any alleged incidents, observations of abuse and/or neglect of a resident immediately, utilizing procedure outlined in “Purple Book of Mandatory Reporting”
- Provides and supports as needed, hands on care in areas of resident transfers, ADL’s, comfort, hygiene, and nutritional needs
- Ensures that residents are ready to receive services in a timely manner e.g. appointments, medications, treatment, labs, procedures, and therapies
- Safeguards resident belongings, reporting resident and/or family concerns of unexplained loss
- Ensures that all resident and employee safety policies are followed e.g. Incidents, accidents, injury, Fire, disaster, use of and application of physical restraints
- Practices excellent stewardship by utilizing supplies wisely and is conscious of costs to residents

General

- Ability to understand and follow policies and procedures.
- Understanding and support of mission, vision, and values.
- Understanding of and ability to deal with confidential information with discretion.
- Reliable attendance for scheduled hours and the willingness to be flexible in covering additional hours, including weekends, holidays, and other times.
- Maintaining perspective and a sense of humor, responding positively to rapidly changing demands.
- Handling people and situations with understanding, diplomacy, and tact.
- Setting priorities and handling multiple tasks to deadline.
- Working cooperatively in a team environment.
- Problem solving and ability to handle unexpected and unpredictable circumstances.
- Initiative.
- Ability to work in situations involving frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure.
- Must have a genuine interest in caring for the elderly and long-term care of residents.
- Must have competent documentation skills and ability to use medical devices as indicated in a safe manner for resident.
- Ability to work in situations that involve interpersonal relationships in a job setting beyond giving and receiving work instructions.
- Ability to work in situation that involve coping with circumstances dangerous to the worker and others.

Required Qualifications

Education: **High School Diploma or equivalent**
Enrolled in Nursing Program or Graduated within the last 30 days

Experience:

Knowledge, Skills, and Abilities:

- Must understand importance of and maintain confidentiality of patient information.

Employee Initials _____

- Exhibit an attitude, which promotes harmony and goodwill among patients, residents, caregivers, and coworkers.
- Must communicate clearly and effectively both verbally and in writing and in a timely manner.
- Must be able to listen effectively to patients, residents, caregivers, co-workers, and supervisor.
- Must have competent documentation skills.

ADA Requirements:

Physical Demands Strength Level: Heavy

Occasionally (O) - 0-33% of the workday

Frequently (F) - 34-66% of the workday

Constantly (C) - 67-100% of the workday

- **Stand:** May be required to stand and /or walk for periods of up to three hours total, up to six to seven hours per day.
- **Walk:** May be required to stand and /or walk for periods of up to three hours at one time, up to six to seven hours per day.
- **Sit:** May be able to sit for up to two hours while charting medical information.
- **Lift:** Occasional lifting of resident files weighing approximately five to ten pounds. Lifting up to 25 pounds may be occasionally required when carrying tray filled with treatment remedies. Lifting up to 100 pounds is occasionally required to assist and transfer residents. The correct use of a transfer belt is required to avoid injury to the resident or nurse. Lifting over 100 pounds may be required only on a rare occasion to transfer a larger patient with the assistance of another.
- **Carry:** Occasional carrying of resident files weighing up to ten pounds. Occasional carrying of up to 25 pounds may occur during work when stocking medical supplies or medication/treatment cart. Carrying over 50 pounds is not required. Carts are available for heavier items.
- **Push:** Occasional pushing and pulling may occur when using treatment cart. Typically rolls easily over carpeting or tile, weighing approximately 200 pounds.
- **Pull:** See "Push"
- **Controls:** The use of foot controls is not a requirement of this position. Hand controls on medical equipment will be frequently used.
- **Climb:** Climbing stairs and ladders is not a requirement of this position.
- **Balance:** Balance is needed in relation to standing, walking, and sitting while performing this position.
- **Bend/Stoop:** Frequent bending required when providing treatment to residents, administering medications, taking vital signs, etc.
- **Crouch:** On a rare basis, may need to kneel or "crouch" to retrieve items at floor level.
- **Twist:** Occasional twisting at the waist may occur when providing treatment to bedridden residents or assisting in transfer.
- **Kneel:** On a rare basis may need to "kneel" or crouch to retrieve items at floor level.
- **Crawl:** Crawling is not a requirement of this position.
- **Handle/Grasp:** Frequent grasping of pens/pencils when documenting information into medical charts and while using various medical supplies. Constantly handling pens/pencils, papers, medical equipment, i.e., stethoscope, thermometer, medications, syringes, etc.
- **Fine Manipulation/Fingering:** If the facility permits the use of a computer, may occasionally be required to use computer. Occasionally required to use telephone.
- **Feeling:** Must be able to take vitals, i.e. feel pulse.

- **Reach:** Reaching above shoulder height occurs occasionally when reaching for medical charts on upper shelves. Reaching at shoulder height is constant when treating residents. Reaching below shoulder height occurs occasionally when administering to residents who are bedridden.
- **Vision:** Necessary for doing job effectively and correctly.
- **Talk/Hear:** Necessary for communicating with others, and for taking instructions from physicians and supervisor.
- **Taste/Smell:** Smell is used to discern if a resident is incontinent or to detect smoke, etc.
- **Environmental Factors:** 100% of the work shift is performed indoors. Whole Body and upper extremity vibration are not present in this position.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

I have read this position description and fully understand the requirements. I accept this position and agree to follow the requirements listed previously and will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties and key Performance Outputs of this position may change at any time, according to the needs of organization. I further understand that my employment is at will, and therefore understand that my employment may be terminated at any time by organization or myself.

Employee Signature

Employee Name (Print)

Date