



Patient Care Tech/ Clerk's * Ellenville Regional Hospital Ellenville, NY

Overview: Ellenville Regional Hospital is seeking Patient Care Tech/Clerk's in Ellenville, NY. The Patient Care Tech/Clerk's position provides direct patient care and clerical functions within an assigned unit, under the direction of a licensed nurse, and other duties as assigned. Performs and/or assists patients with and documents personal care including hygiene, oral care, bathing, grooming, dressing and undressing, ambulation, finger sticks, weights and Vital signs. Assists Medical Providers and nurses with examination and treatment of patients within scope of practice as requested. Performs related clerical functions to assure smooth operation of unit. Maintains an accurate and orderly filing system of documents required for the unit. Including logs, Transfer forms, downtime forms and all required paperwork. Follows and enforces ERHs Fall Prevention Policy. Completes and documents effective hourly safety rounding and maintains fall prevention equipment (i.e. bed and chair alarms, etc.). Completes all required documentation (including scanning) in the EMR and Transfer forms. Notify and document communications with external agencies and other departments, as appropriate, to provide for an interdisciplinary approach to patient care. Obtains required lab specimens as directed by the licensed nurse. Documents specimens sent out and results received in culture logbook. Communicates results with appropriate Medical Provider and Nurse. Documents all communication. Communicates in person, via telephone and email, in an effective and courteous manner with all co-workers, patients, visitors and medical providers, as outlined by ERH Standards of Behavior. Assists by tracking and maintaining data related to quality improvement and patient safety measures, as assigned.

Maintains communication centers i.e. bulletin boards, patient communication boards, assignment sheets, consult logs, etc.

Ensures that the unit is stocked according to established par levels with all required equipment and ready to care for patients (including IV trays, wall suction, sharp containers, and glucometers).

Assists in the care of unit equipment such as wheelchairs, walkers, or lifting devices, bed and chair alarms, monitors, IV pumps Arranges for repair of equipment.

Alerts appropriate ancillary departments and Manager of any equipment issues.

Provides general light cleaning of patient rooms and perform bed / stretcher changes.

Ensures patient safety and satisfaction by keeping rooms / bays and hallways free from clutter.

Maintains infectious control measures as ordered.

Transports patients, specimens and supplies.

Maintains age specific safety precautions i.e. fall, contact isolation

Assists in serving meal trays, assisting those patients that require assistance in eating, and documenting intake accordingly.

Skills required for job:

Ability to establish and maintain effective working relationships with care givers, other employees and the general public.

Ability to read, interpret and follow detailed verbal, written and illustrated instructions.

Effectively operate various office equipment including copier, fax machine, computer and phone system.

Flexible, organized, and function well under stressful situations

Must possess effective communication skills

Requirements:

High School Diploma

Physical Exam

Reference Check

Background Check

BLS Certification Required (Basic Life Support)

Shift, Salary, and Benefits: This is a Full-Time night shift position 7:00pm - 7:30am, base salary of \$19.49 to \$22.24 per hour, along with a 12% differential for night shift. Additional \$2.00 per hour incentive for C.N.A., P.C.T. or E.M.T certification holders. Benefits Include Health Insurance, Dental and Vision Benefits, Life Insurance, Vacation Time, Sick Time, Paid Holidays, Personal Time, 403 (B) Retirement Plan and Bereavement

Apply at Ellenville Regional Hospital's website erhny.org or go to

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/3774270>