



TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

PATIENT CARE TECHNICIAN (PCT) TRAINEE

<i>Program:</i>	Dialysis	<i>Salary:</i>	\$38,556 – 51,931
<i>Supervisor:</i>	Facility Administrator	<i>Salary Range:</i>	5
<i>FLSA Status:</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<i>Position Type:</i>	Regular Full-Time

TIHP Board Approved: 3/4/2022

POSITION DESCRIPTION

Trainee is the first stage of training to become a Certified Hemodialysis Technician I (CHT I). There will be a probationary 3-4-month period where the trainee will work under direct supervision of a CHT I preceptor or Registered Nurse (RN), shadowing the staff member and learning the basic components of hemodialysis. At the end of the probationary period and at the discretion of supervising staff, the trainee designation will be removed and the PCT will be qualified to conduct patient care independently under the supervision of a CHT I preceptor or RN while awaiting availability to sit for the CHT exam.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work under the supervision of a precepting CHT I or RN
- Participate in all educational requirements outlined by the Facility Administrator (FA) to prepare for successful completion of the CHT exam within 18 months of hire.

Assessment of chronic hemodialysis patients prior to, during, and following dialysis treatment.
- Initiate, monitor, and terminate hemodialysis treatment per Unit policy, providing appropriate intervention under the supervision of a CHT preceptor or RN.
- Record vital signs and report deviations to preceptor and/or RN.
- Record all pertinent data using appropriate documentation.
- Obtain and appropriately process laboratory specimens.
- Maintain a clean and safe treatment environment meeting all OSHA, HCFA, and Unit requirements.
- Treat all patients with dignity and respect.
- Document and report learning deficits and problems.
- Safe operation of current dialysis machines and equipment, identifying machine problems and reporting to appropriate staff.
- Maintain cleanliness of machines and equipment at all times, to include setting up, prime and cleaning.
- Follow all universal and safety precautions.

- Ensure safe water treatment systems by routinely checking chloramines, sending in water samples monthly, and sterilizing the water system when needed, providing appropriate documentation.
- Stock appropriate supplies and equipment in work area
- Attends unit in-services, meetings, and patient care conferences as directed by Dialysis Nurse Facility Administrator.
- Must maintain a professional attitude and conduct at all times with other staff and patients.
- Other job-related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma or equivalent.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.
- Ability to communicate clearly and appropriately, both written and verbally.
- Must complete classroom hours and successfully pass the test to become Certified as a Patient Care Technician in a timely manner.
- Must meet all requirements regarding standards of care, confidentiality, and professional behavior per Unit and Toiyabe Indian Health Project policy.
- Must be able to work with hazardous materials.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.

PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bi-Lingual/Spanish Speaking

ALL TIHP EMPLOYEES ARE EXPECTED TO:

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray. Office equipment including, but not limited to computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment, with continuous contact with other staff and the public.

EMPLOYMENT INFORMATION

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

EQUAL OPPORTUNITY EMPLOYER: TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

HIPAA Health Insurance Portability and Accountability: This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

DRIVING RECORD: Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

BACKGROUND CHECKS: All employees must be able to pass a background check per Toiyabe's Background Check Policy.

Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

This acknowledgment will be placed in the employee’s personnel file and copy given to employee.