



# Example of Patient Care Tech Job Description

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Our company is growing rapidly and is looking to fill the role of patient care tech. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for patient care tech

- Maintains sufficient supply levels and orderliness of all equipment and supplies
- Assists patients with urinals, bedpans, and emesis basins
- Assist with keeping waiting areas, lobbies, utility rooms, and patient care areas safe and clean for patients, visitors, and staff
- Assist in monitoring and recording in environmental and equipment log
- Assist in sterile processing, as needed
- Answers telephones, maintains supplies, work on projects, including computer based projects, to support the department
- Demonstrates the characteristics of listening, respect
- Patient Care & Service. Provide direct patient care & indirect activities to facilitate unit functioning
- Admission & Transfer of Patients
- Performs housekeeping duties within the ED and assists with room turnover and terminal cleaning

## Qualifications for patient care tech

- Current certification of BCLS
- Minimum of one year clinical practice in an acute hospital setting as CNA and Phlebotomist
- This position requires a current CA CNA license, a valid CA Phlebotomy



- Ability to read, write, and speak English with clarity and comprehension
- Completes assigned task and patient care at the end of the shift