



# Example of Patient Care Job Description

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Our innovative and growing company is looking for a patient care. 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

- Complies with HIPAA regulations, maintains strict confidentiality of patient information
- Sorts and distributes faxes and mail on a daily basis
- Provides coverage, when necessary and possible, to Intake Administrative Assistant and Concierge desk
- Uses critical thinking skills to identify and solve problems
- Accountable for exceptional customer service and patient care standards
- Serves as a patient advocate, identifying and ensuring patient/family needs are met
- Maintain the clinical competence and proficiency necessary to carry out the nursing process for the patient populations on the unit
- Evaluate the quality and effectiveness of nursing practice on their designed shift or area of responsibility
- Base decisions and actions on ethical principles
- Collaborate with fellow staff

## Qualifications for patient care

- If you meet these skills & qualifications, please apply with your current resume in the format of a WORD document
- Masters degree or current enrollment
- One year of college or nursing education or equivalent experience preferred

- Effective October 1, 2016 all new hire Patient Care Assistants must be certified by the State of Michigan and maintain a current CNA certification, or a nursing student in a nursing program with the first year completed and actively enrolled
- High school diploma from an accredited school or equivalent