

## JOB DESCRIPTION

Job Classification: Nurse Technician (NTEC)

Reports to: Administrator of Nursing

Supervises: None

Last reviewed: 01.08.2021

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### POSITION PURPOSE:

A Nursing Technician (NTEC) is a nursing student preparing for RN licensure who meets the qualifications for licensure under [RCW 18.79.340](#).

The Nursing Technician is responsible for providing direct patient care applying current health concepts and performing routine duties to the level of academic competence accomplished in the individual's educational program(s) under the supervision and direction of a Registered Nurse. This is an entry level nursing position requiring knowledge, judgment, and skill based upon the principles of biological, physiological, behavioral and sociological sciences.

### REPORTING RESPONSIBILITIES:

Reports to the Administrator of Nursing about work schedule, supply needs and time off. Supports Providers with patient updates and clinic needs.

### MINIMUM QUALIFICATIONS:

**Education:** High school graduate or equivalent

Must be currently enrolled in a Washington State Board of Nursing approved Nursing Education Program

- If hired for a position, must be registered by the Washington State Department of Health as a Nursing Technician (license may be obtained post offer, yet before starting employment)

**Licensure/Certification:** Current American Heart Association healthcare provider BLS Certification

**Experience:** Have completed at least 3 clinical rotations in nursing school (1st year)

### **Equipment/Skills:**

A school-signed copy of the employee's Nursing Skills Checklist must be in HR file and updated regularly

- Demonstrate understanding that state and Federal rules and regulations govern the practices within the facility
- Demonstrate working knowledge of infection control principles and practices
- Proven ability to communicate effectively and positively with staff and patients
- Basic computer knowledge and ability with an aptitude to learn company software
- Must be capable of maintaining regular attendance
- Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Part-time (less than 30 hours/week to support success in school). Hourly pay

PRIMARY JOB RESPONSIBILITIES:

The Nursing Technician performs, monitors, reports and documents all clinical activities within scope of practice permitted by Nursing Skills Checklist, including, but not limited to:

- Ordering and stocking supplies, and coordinating clerical and reception activities
- Provides or supports direct patient services (as trained and privileged)
  - Administering medications, including pediatric and adult vaccines and skin tests
  - Wound Care
  - Catheters
- Collect and document data gathered during the delivery of care
- Communicate abnormal findings and changes in patient condition to the provider
- Collaborate with the other disciplines as appropriate to provide continuity of patient care in support of their plan and continuity of care
- Ensures confidentiality of all clients/patient’s information per Valley View Health Center policy and HIPAA guidelines
- Respects and works well with all team members
- Attends and participates in all required meetings
- Ensures patient compliance with Quality of Care metrics
- Provides appropriate patient referrals as indicate by health care Provider
- Provides documentation of all patient interactions in EHR

Performs other related duties as assigned:

- Follows guidelines established at time of assignment
- Huddles with their designated Provider and RN to discuss complex patients prior to their visit.
- Accepts assignments willingly
- Prioritizes workload to ensure timely completion of assignment
- Asks appropriate clarifying questions relative to scope of assignment and practice
- Interacts with public in a professional and courteous manner
- Maintains medical records system for clinic

ACKNOWLEDGMENT:

I have read and understand the above Nurse Technician Job Description and agree with it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date