

Northern Light Mercy Hospital

Department: Intensive Care Unit

Position is located: Mercy Fore River

Work Type: Full Time

Hours: 36 hr/wk

Work Schedule: 7:00 AM to 7:00 PM

This position is eligible for a \$4,000(less taxes) sign on bonus, paid out in increments with a work commitment.

- Current NLH Member employees or those with service break less than one year are not eligible.

Summary:

The CCU Technician is to assist the clinical nurse in carrying out direct and indirect patient care activities according to the plan established by the CCU primary nurse. The CCU Technician is responsible for maintaining patient records, transcribing and entering patient information in to the CCU Log Book. She/he maintains an accurate daily patient census for admissions and discharges. Communicates with clinical staff and other departments to facilitate a seamless transition to other levels of care. The incumbent performs duties and tasks in accordance with performance standards established for the job. The incumbent may have access to highly confidential patient, employee and/or Mercy proprietary information, and must handle & protect the information in accordance with hospital & system policies, HIPAA requirements and the highest level of ethical standards. The incumbent is responsible for reporting all security events, potential events, or other security risks to the organization. The incumbent is responsible for participation in and completion of all patient safety initiatives appropriate to the position, and conducts all job responsibilities according to the Mission and Values of Mercy Hospital.

Responsibilities:

1. Coordinates assigned unit activities

• Independently prioritizes assigned unit activities

• Answers telephones promptly

• Relays messages (verbal, telephone, and written) to the appropriate staff member in a timely courteous fashion

• Coordinates telephone calls between RN and physician when required

• Orders and receives supplies for the unit

• Ensures that various unit errands are completed (i.e. unit mail, photocopy)

• Prints schedules as required for daily unit function

• Manages equipment in need repair and replacement

• Participates in the accurate collection and logging of statistical data

â€¢ Demonstrates the ability to prioritize work, and promote safe patient care

â€¢ Accepts responsibility for promoting an environment conducive to professional, positive customer relations

â€¢ Identifies potentially high-risk issues and reports to Resource Nurse and/or Nurse Manager

â€¢ Cleans and maintains equipment

â€¢ Performs bedside emergency equipment checks (Ambu bag, Suction, Nasal/Oral Airways)

â€¢ Completes QA for bedside glucose monitoring equipment

2. Patient Assessment Data. The CCU Technician, under the direction and supervision of the clinical nurse, will assist in the collection of data to facilitate the patient assessment process. This will be demonstrated by the ability to consistently and accurately perform the following:

â€¢ Sets up all patient rooms to receive patients

â€¢ Apply bedside monitoring equipment â€” cardiac monitoring, BP and pulse oximetry

â€¢ Take Orthostatic BP and HR measurements when instructed to do so

â€¢ Obtain weight measurements upon admission and daily

â€¢ Perform 12-Lead ECG

â€¢ Perform Phlebotomy and other specimen collection procedures as directed

â€¢ Maintain ongoing communication with the clinical nurse

3. Patient Care Planning Process: The CCU Technician, under the direction and supervision of the clinical nurse will:

â€¢ Assist in identifying actual/potential biophysical, psychosocial, environmental, self-care, safety, and refers those problems to the appropriate care provider.

â€¢ Communicates changes in patient status to the clinical nurse.

â€¢ Collaborates with other members of health care team to coordinate the care of the patient.

â€¢ Document patient data accurately.

â€¢ Maintain ongoing communication with the clinical nurse.

4. Patient Care Implementation: The CCU Technician, under the direction and supervision of the clinical nurse will perform procedures directed toward achieving expected outcomes. This will be demonstrated by performance of basic clinical procedures with knowledge and skill, and according to established standards, policies and procedures.

â€¢ Provides hygiene care for selected patients which includes:

1. Mouth care (non-ventilated patients)

2. Bathing (partial, complete)

3. Skin care and measures directed toward prevention of decubitus ulcers

â€¢ Assists in the elimination needs for selected patients which included:

1. Performing foley catheter care according to policy
2. Assist patients to bedside commode and/or bathroom

â€¢ Provides assistance with physical activity which includes:

1. Turning and positioning patients
2. Bed to chair transfers
3. Transporting patients via bed/stretcher

â€¢ Responding to patient calls/requests in a timely manner

â€¢ Performs treatment for hot and cold applications not requiring sterile technique

â€¢ Assist with ordering patient meals and feeding patients as required

â€¢ 1:1 patient observations as needed

â€¢ Provides post mortem care

â€¢ Performs CPR during a Code Blue

â€¢ Maintains and utilizes aseptic technique

â€¢ Measure intake and output (except chest drainage)

â€¢ Ensures that medications are retrieved and returned to the pharmacy as requested

â€¢ Ensures that blood products are delivered promptly from blood bank to theCCU

â€¢ Ensures that specimens are delivered to the laboratory promptly

5. Outcome Evaluation: The CCU Technician under the direction and supervision of the clinical nurse will facilitate outcome evaluation by direct communication with the clinical nurse. This will be demonstrated by:

â€¢ Notifying the clinical nurse of a change in patient condition

â€¢ Identifies potential/actual emergency situation and initiates actions accordingly

â€¢ Reports results of selected care activities.

â€¢ Collaborating with clinical nurse to modify plan of care as needed.

â€¢ Identifying and communicating potential quality concerns to nurse manager.

6. Accepts responsibility for further developing professional learning needs.

â€¢ Participates in continuing education programs for departmental employees.

â€¢ Attends scheduled updates on topics pertinent to job.

â€¢ Actively participates and attends scheduled staff meetings.

• Orients new staff to specific department equipment and procedures.

• Meets yearly requirement of 12 contact hours for continuing education.

7. Promotes safety for patients, staff and visitors.

• Demonstrates safe patient handling when moving patients in bed, up on stretcher, during transfers, and point positioning.

• Maintains a safe and therapeutic environment utilizing principles of infection control, safety, and safe operation of equipment.

• Recognizes/accesses security for assistance with patients displaying physically threatening or violent behavior.

• Identifies and communicates potential safety concerns immediately.

8. Performs additional duties as required or assigned.

Competencies and skills:

Essential:

- Behaves with Integrity and Builds Trust: Acts consistently in line with the core values, commitments and rules of conduct. Leads by example and tells the truth. Does what they say they will, when and how they say they will, or communicates an alternate plan.
- Cultivates Respect: Treats others fairly, embraces and values differences, and contributes to a culture of diversity, inclusion, empowerment and cooperation.
- Fosters Accountability: Creates and participates in a work environment where people hold themselves and others accountable for processes, results and behaviors. Takes appropriate ownership not only of successes but also mistakes and works to correct them in a timely manner. Demonstrates understanding that we all work as a team.