

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 2064  
Grade: 16  
FLSA: Non-Exempt

### Standard Job Description

**Job Title**  
Emergency Room Technician II

**Department**  
Emergency Medicine

### **Job Summary**

Under the direction of a Registered Professional Nurse, assists and augments the registered nurse in providing high quality emergency medicine patient care.

### **Typical Duties**

- Provides age appropriate patient care under the supervision/direction of registered nurses and physicians.
- Provides patient care related to personal hygiene, comfort, ambulation, nutrition and elimination.
- Computer order entries, labels, specimens, prepare requisitions, and transports to designated areas.
- Demonstrates knowledge of emergency procedures (e.g. fire/evacuation, internal/external disaster plans), and is aware of daily assignments.
- Inventories patient's clothing and valuables and completes necessary paperwork.
- Maintains cleanliness of patient care area to include cart, equipment, counter tops etc.
- Documents accurately, timely and legibly with full name and classification in black ink or in the computer.
- Communicates pertinent observations/information regarding patient/family to team leader or RN assigned to patient.
- Cooperates willingly with other staff members in the delivery of care.
- Utilizes chain of command appropriately to address issues of concern.
- Demonstrates caring and respectful attitude in both verbal and non-verbal communication.
- Maintains confidentiality in all patient related information.
- Provides privacy for patient and family.
- Uses appropriate channel to address ethical, legal, cultural and spiritual concerns.
- Treats patient, family and co-workers with respect and courtesy.
- Attends safety/infection control, in-services, and maintains Cardiopulmonary Resuscitation (CPR) certification annually.
- Demonstrates punctuality.
- Maintains good attendance record.
- Adheres to hospital dress code.
- Serves on committees as assigned.
- Cooperates in implementing changes and activities to improve patient care.
- Serves as a preceptor/buddy as assigned.
- Maintains Advanced Cardiac Life Support Certification.
- Applies principles of infection control and asepsis, wound care, venipuncture, specimen collection, post mortem care, posterior mold application, and peripheral IV line insertion.

- Takes and records patients' vital signs, reassessments and oxygen saturation (SaO<sub>2</sub>), peak flow values
- Performs glucose monitoring including quality control measures.
- Prepares patients for examinations and/or procedures.
- Promptly reports any changes in patients' conditions.
- Performs cardiopulmonary resuscitation (CPR) as required.
- Provides direct observation nursing care for psychiatric patients.
- Promptly responds to call lights.
- Safely operates and maintains the cleanliness of equipment, e.g., pulse oximeters, IV Pumps, and other related equipment. Reports, labels and removes malfunctioning equipment immediately.
- Participates in emergency response team and responds to calls from all areas.
- Trains in PPE procedures and applies appropriate PPE for decontamination of patients who are exposed to chemical, radioactive or biological agents.
- Participates in patient/family teaching.
- Demonstrates awareness of patients'/families' rights, ethical, legal, cultural and spiritual issues.
- Stocks work areas on each shift as needed.
- Performs related duties as required.

### **Reporting Relationships**

Reports to the Emergency Medicine Nursing Director and Emergency Medicine Nurse Coordinators.

### **Minimum Qualifications**

- High school diploma or GED equivalent
- ✦ Currently licensed as an Emergency Medical Technician-Paramedic (EMT-P) in the State of Illinois
- ✦ Five (5) years of work experience as an Emergency Medical Technician-Paramedic (EMT-P) in a hospital or pre-hospital environment
- ✦ Current certification in Cardiopulmonary Resuscitation (CPR)
- ✦ Current certification in Advanced Cardiovascular Life Support (ACLS)
- ✦ Ability to read and interpret EKG strips

### **Preferred Qualifications**

- Recent (within last two years) experience/participation in cardiopulmonary resuscitation (CPR) activities

### **Knowledge, Skills, Abilities and Other Characteristics**

- Working knowledge of the standard concepts, practices and procedures of an emergency room
- Thorough knowledge of the standard methods of cleaning and maintaining emergency room instruments, equipment, and supplies
- Demonstrated knowledge of the standard preparation of patients for surgery and post-surgery procedures
- Good communication skills
- Demonstrated awareness of patient and family rights, ethical, legal, cultural, and spiritual concerns
- Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements.
- Ability to recognize age specific instruments and equipment needs for pediatric, adult, and geriatric patients
- Ability to directly assist physicians and nurses with emergency room procedures
- Ability to apply the principles of infectious-infection control and asepsis in performing duties

- Ability to read and follow written instructions and procedures
- Ability to understand and follow verbal instructions
- Ability to maintain a safe and comfortable environment for patients
- Ability to push, pull, lift, and carry items up to thirty-five (35) lbs.
- Ability to bend, stoop, reach, turn normally
- Ability to adjust vision to bring objects into focus, to judge distances and space relationships
- Ability to see peripherally and to distinguish and identify different colors
- Ability to hear normally with or without assistive devices.
- Ability to perform in stressful situations and respond quickly and appropriately
- Ability to stand for prolong periods of time, up to twelve (12) hours in duration
- Ability to tolerate exposure to unpleasant odors, noise and extreme temperature fluctuations.
- Ability to tolerate protracted or irregular hours of work

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: JEFF SCHEWTER, MD 11/16/15  
 [Legibly Print Name & Title of Person Approving the JD] Date

Approval: [Signature] 11/10/15  
 [Signature of Person Approving the JD] Date

Approval: \_\_\_\_\_  
 Gladys Lopez  
 Chief of Human Resources Date