



Office of Human Resources  
Health Care Technician - CO2643  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Assists professional caregivers in the emergency department, walk-in clinic, and intensive care unit in providing medical assistance to patients which require immediate medical attention.

### Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

### Essential Duties

Performs a variety of health support activities such as taking vital signs which include temperature, pulse, respiration and blood pressure in stressful or emergency environments.

Assists professional caregivers by performing basic procedures such as obtaining blood samples, performing catheterizations, cleaning wounds and connecting patients to specialized equipment.

Observe, monitor and communicate with clients to soothe their anxieties; interacts with friends and relatives to calm apprehension.

Assists in the admission and discharge of patients. Organizes and transports patients to other medical areas or inpatient room.

Maintains rooms used to provide patient care by restocking with necessary supplies. Ensures all rooms and equipment are maintained in a clean and orderly manner. Checks equipment to determine if it is in proper working order.

Assists in the maintenance of established departmental policies and procedures, objectives, quality improvement, safety, environmental and infection control standards.

Documents patient's personal property and ensures safety.

Assist caregivers in performing a variety of patient care procedures.

May perform hearing and vision screenings according to protocols; provides patient education.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of health support practices sufficient to be able to perform acute care patient assistance.

Knowledge of diagnosis and treatment methods sufficient to be able to apply medical protocols under the direction of a licensed health professional.

Knowledge of chemicals, cleaning agents and sterilization techniques sufficient to be able to maintain a sterile, clean and orderly work area.

Knowledge of inventory techniques sufficient to be able to maintain an adequate level of supplies.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency..

Knowledge of patient/client intake for hospitals or clinics sufficient to be able to follow protocols and secure patient valuables.

Knowledge of design, function and use of specialized diagnostic and therapy equipment sufficient to be able to assemble, operate and maintain such items.

Knowledge of general health facility procedures, protocols, regulations and medical terminology sufficient to be able to perform more routine duties without continual direction.

Skill in establishing and maintaining effective working relationships with other employees and organizations and the public in emergency and other situations.

Skill in reacting calmly and effectively in emergency and stressful situations.

Skill in obtaining information from patients, calming and reassuring patients, providing patient care, and motivating patients to accept treatments.

Skill in understanding and applying oral, written, illustrated or demonstrated instructions.

Skill in checking equipment common to the area.

Skill in using diagnostic and therapeutic equipment sufficient to be able to administer care to patients under the direction of a licensed health professional.

Skill in communicating with patients verbally or otherwise to provide direction or assistance in a medical setting.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Two (2) years of experience in a health care setting working with patients and staff to provide direct patient care.

**Education & Experience Equivalency**

Possession of an EMT-B Certificate may be substituted for the minimum experience requirement. Completion of other appropriate health care education or training may be substituted for up to one year of the minimum experience requirement.

**Licensure & Certification**

None

**Working Environment**

Wet: frequent contact with water or other liquid.  
Contact with patients under wide variety of circumstances  
Potential exposure to hazardous anesthetic agents, body fluids and wastes  
Potential exposure to infection from disease-bearing specimens  
Potential exposure to infections and contagious disease.  
Potential exposure to odors in kitchen and/or patient areas.  
Potential exposure to patient elements.  
Potential exposure to risk of blood borne diseases.  
Potential exposure to unpleasant elements (accidents, injuries and illness)  
Handles emergency or crisis situations  
May perform emergency care  
Occasional Potential exposure to unpleasant patient or unit elements  
Occasional pressure due to multiple calls and inquiries  
Subject to many interruptions  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Color vision: Ability to distinguish and identify different colors.  
Depth Perception: Ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon on object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: O-606**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**