

**UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING**

**Position Description
PATIENT CARE TECHNICIAN – PATH CLINIC
PART-TIME 20 HOURS/WEEK
UAB Recruitment Services Site Number: #T221792**

SUMMARY:

Under general supervision, and according to established policies and procedures, performs clinical procedures to support health practitioners for the PATH Clinic. Prepares patients for treatment; assists with completion of treatment/protocols; maintains exam room and point of care inventories. Performs simple, non-invasive patient procedures including point of care testing. Will perform venipuncture. Performs control testing and maintains all required records for point of care devices. Performs medical charting and recordkeeping. May perform clerical duties such as typing. Interpret data to generate detailed reports and assist in monitoring departmental budgets. Interfaces professionally with outside resources including patients, students, faculty, and other professionals. Discretion with knowledge of HIPAA policies and procedures is fundamental for this role. The direct reports for this individual are to the Lead Nurse Practitioner and the Clinic Manager.

RESPONSIBILITIES:

1. Provide clinical support to the PATH Clinic and the Clinic Manager including taking medical histories, vital signs, point of care testing including venipuncture, preparing patients for exams, and assisting physician/nurse practitioners during exams.
2. Collect and prepare lab specimens, will perform laboratory tests and dispose of contaminated supplies.
3. Maintain records for point of care laboratory devices.
4. Responsible for arranging and preparing examining rooms' equipment and instruments.
5. Performs medical charting, recordkeeping, typing, and other clerical needs.
6. May update medical records, answer phones, schedule appointments, and FAX medical records.
7. Assures PATH Clinic compliance with all UAB regulations, including HIPAA and privacy issues.
8. Performs other related duties as directed to support the mission of the IPCP model at the PATH Clinic.
9. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.

QUALIFICATIONS:

This position requires a high school diploma or GED and a minimum of two years of out-patient clinic experience. Prior patient care tech experience and/or phlebotomy experience strongly

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preferred. Cardiopulmonary Resuscitation (CPR) required or must be obtained within the first 30 days of employment.

This position requires demonstrated knowledge of PC applications, software. Individual should be able to chart and take blood pressures, venipuncture – general medical/clinical office skills.

Individual must adhere to HIPAA regulations and guidelines. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

Must successfully complete training for point of care testing and controls for point of care testing.

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