

<p align="center">STATE OF NORTH CAROLINA</p> <p align="center">OFFICE OF STATE PERSONNEL</p> <p align="center">POSITION DESCRIPTION FORM (PD-102R-89)</p>	<p>Approved Classification:</p> <p>Effective Date: Analyst:</p> <p>(This Space for Personnel Dept. Use Only)</p>
<p>1. Present Classification Title of Position</p> <p>Health Care Technician</p>	<p>7. Pres. 15 Digit Pos. No. 4403-1140-3021-106 Prop. 15 Digit Pos. No.</p>
<p>2. Usual Working Title of Position</p> <p>Health Care Technician</p>	<p>8. Department, University, Commission, or Agency Department of Human Resources DMH/DD/SAS</p>
<p>3. Requested Classification of Position</p> <p>Health Care Technician</p>	<p>9. Institution and Division</p> <p>WBJ/ADATC</p>
<p>4. Name of Immediate Supervisor(s)</p>	<p>10. Section and Unit</p> <p>Clinical/Nursing</p>
<p>5. Supervisor's Position Title & Position Number</p> <p>Nurse Supervisor I #4403-1440-302 -</p>	<p>11. Street Address, City, and County</p> <p>2577 West Fifth Street Greenville, Pitt</p>
<p>6. Name of Employee</p>	<p>12. Location of Workplace, Bldg., and Room Number</p>

- I. A. Primary Purpose of Organizational Unit:
Walter B. Jones Alcohol and Drug Abuse Treatment Center (WBJ/ADATC) serves 38 Eastern Region and South Central Region counties in meeting the short-term, intensive treatment needs of both the alcohol and drug abusing/dependent and psychiatrically involved patients. The secondary mission of this facility is to offer it's services as a regional training center.

B. Primary Purpose of Position:

The primary purpose of this full-time position is to provide direct patient care, accurately completing paperwork regarding new patient admissions in an acute care setting (eg. Downtime Forms, Daily Census sheets, Referral log, etc.), and providing supportive counseling for patients and families under a Registered Nurse's supervision. This position also conducts initial intakes/interviews with patients, and the information is forwarded to the Registered Nurse so that a treatment plan may be formulated. Transportation of patients to outside medical appointments is also this position's responsibility.

C. Work Schedule:

Usual working hours are _____; however, this position may rotate between all three shifts to ensure quality nursing care is delivered to the patients. 40 hours per week

D. Change in Responsibilities or Organizational Relationship:

N/A

II. A. Description of Responsibilities and Duties: (order of importance)

85% DIRECT PATIENT CARE

*1. Provide supervision for patients.

This position intervenes in inappropriate patient behaviors and explains and models appropriate behavior. The HCT provides a route for patients to have access to any restricted items that they are allowed to use but not allowed to keep in their rooms. The HCT monitors patient schedules and encourages attendance to activities per treatment plan. The HCT monitors all AA/NA meetings.

*2. Orientation to Center rules and regulations.

This position explains and discusses the Center's rules and regulations with all new patients. The rules and regulations may need to be explained again during daily Unit meetings which are supervised by the HCT. It also explains the day-to-day routines which are expected and where individual landmarks (such as mail boxes) are located.

*3. Observes and monitors patients to provide needed assistance

This position provides one on one time to assist with patient needs. This position assures that medical crises are referred immediately to the Unit's charge nurse and advises patients of how to access routine medical, laboratory and psychiatric services at the Center.

The HCT helps patients with reading and understanding skills, answering any questions the patients have, etc. This position is certified in CPR and first aid to assure patient safety. Additionally, sanitation of beds and cabinets in patient bedrooms is handled by the HCT.

- *4. Assists with initial screening intake.
This position explains to the patient the reasons for the intake data, the right to treatment, and how their needs determine their treatment. A body check is done and tatoos, scars, bruises, etc. are recorded. The screening also includes recording vital signs, visual acuity, history of substance abuse, etc. Interviews are structured, and this position records what the patient reports. This position performs EKGs on all admissions.
- *5. Performs accurate documentation of new patient admissions Down Time forms, daily Census sheets, and maintaining Patient Referral Logs.

10%

COMMUNICATION AND DOCUMENTATION

- *1. Communication and documentation
This position recognizes and intervenes in inappropriate patient behavior. The HCT communicates the behavior and intervention to the charge nurse. Other issues warranting communication to the charge nurse and documentation include crises, upsets, and acting-out behaviors. These issues are documented in the patient chart and shift logbook. This assures that all clinical staff is aware of patients having difficulty with activities and/or socialization. This position conducts searches of patient's personal belongings on admission, discharge, and at any other time deemed necessary by the treatment team. HCTs routinely assigned to Unit 4 document weekly progress notes based on the patient's comprehensive treatment plan. This allows an avenue for the treatment team to be aware of the patient's progress or lack thereof.

5%

OTHER DUTIES AS ASSIGNED

- *1. Other duties as assigned
These duties can include transportation of patients to off-campus appointments, committee assignments, Performance Improvement team participation, etc.

B. Other Position Characteristics:

1. Accuracy Required in Work:
Accuracy and quality of work are essential as this position provides direct services to patients and families, including the collection of specific medical data. Work must be performed consistent with guidelines that protect confidentiality and the program. This position is responsible for the safety of the patients and must be acutely aware of the safety program and guidelines.
2. Consequence of Error:
Errors could result in harm to the patients, patients not receiving quality care, spread of disease, lack of teamwork, disharmony between the staff and patients, etc.
3. Guides, Regulations, Policies, and References Used by Employee:
Nursing Services Policy Manual, ADATC Policy Manual, medical reference books, NC Practice Act (nurse's aide), Human Rights Rules and Regulations, NC State Employees Safety and Health Rule (G.S. 97-12), Alcohol and Drug Free Workplace Policy (G.S. 143B-10), Department of Human Resources Personnel Policies, JCAHO Standards, HCFA Standards, HIPPA Standards.
4. Supervision Received by Employee:
The Health Care Technicians are supervised by the Nurse Supervisor I and Lead Nurse. Work assignments originate from the charge nurse and are reviewed daily.
5. Variety and Purpose of Personal Contacts:
This position has contact with patients, family members, community representatives, AA/NA/Alanon representatives, etc. Contacts have to be handled with sensitivity and confidentially. These contacts are to further patient treatment plans and resolve patient concerns. Personal contact with all Departments is needed to discuss issues within their specialty areas. The most important, sensitive, and/or difficult problems would be with the patients and their rights.
6. Physical Effort:
Unless assisting with an unruly patient, the physical effort required is not strenuous: requires quite a bit of walking from building to building and using tools/instruments listed in #8.

7. Work Environment and Conditions:
This is a 77 bed, co-ed, inpatient facility for substance abuse. The campus is spread out over approximately 32 acres, has 9 buildings, and involves much walking. All walkways are uncovered; therefore, preparation for exposure to the changing weather conditions is necessary.
8. Machines, Tools, Instruments, Equipment, and Materials Used:
Blood pressure cuffs, stethoscopes, electrocardiogram, metal detectors, electronic or glass thermometers, various medical treatment supplies, scales, fire extinguishers, movie projectors, video tape equipment, State cars and vans, telephones, pens, papers, charts, etc.
9. Visual Attention, Mental Concentration, and Manipulative Skills:
Individual counseling in a supportive role requires attention, and this individual must concentrate on each patient. This position is vital in patient safety and must respond quickly and appropriately to any medical crisis. The worker must be a skilled listener and adept at being flexible. Assessments, lectures, and activities must be held professionally, and the work must concentrate on the assignment/case as needed. Reports/summaries of patient contact must be written and convey the content of the meeting. All program records must be specific. This worker must be able to manipulate schedules and activities to meet the needs of the patients.
10. Safety for Others:
Most of our patients have dual diagnoses and/or legal charges pending or have served prison terms for various crimes; therefore, the potential for violence is always present, and behavior problems regularly need intervention. This population is a risk for HIV and Hepatitis infections, and the potential for infection to staff is constantly present.

Prevention: Universal Precautions, Response Team, knowledge of disease, counseling, etc.

11. Dynamics of Work:

This position acts upon specific assignments, and most work is interactive situations either with patients, family members, and/or community resources. Most Health Care Technician procedures and policies remain the same; however, with our population, out of the ordinary problems and issues are constant. As the needs of the patients and families change, the treatment modalities must also change. Examples: (1) The method of communicating/dealing with a handicapped person would be different than dealing with one who is not handicapped. (2) Emergency situations, such as fires, severe staff shortages, emergency illness/accidents of patients, would require changes in work assignments. Should policy/procedure changes need to be made, the Director of Nursing is responsible for formulating, implementing, and assigning such changes.

III. Knowledge, Skills and Abilities, and Training and Experience Requirements:

A. Knowledge, Skills, and Abilities:

Knowledge of addiction, recovery/12 step programs, community resources, psychopathology, and interviewing are enhanced through on the job training and educational opportunities. Good written and verbal communication skills with ability to communicate/establish rapport in non-judgmental manner are necessary. Some knowledge is required of diseases and how they are spread, nutrition, sanitation, personal hygiene, as they relate to the area of assignment. This position must have the ability to gain the confidence of patients, to work effectively with them, and to prepare and maintain reports of activities and patient progress.

B. 1. Required Minimum Training:

High school diploma, one year experience in substance abuse in a supportive or informational role, and Nursing Aide I Certification.

2. Additional Training/Experience:

Associate degree in human services preferred.

3. Equivalent Training and Experience:

High school diploma with one year experience in substance abuse.

C. License or Certification Required by Statute or Regulation:

Nursing Aide Certification, NC Driver's License.

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties, and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, complete by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____