

Health Service Technician Job Description

Duties and Responsibilities:

- Obtains all laboratories testing prescription and prepares specimens for collection
- Prevents wastage by preparing, organizing, and efficiently utilizing supplies and equipment
- Accurately enters treatment data into designated clinical applications in a timely manner
- Ensures treatment sheets are complete and accurate, reviewing them for nurse's signature and omitted entries
- Prepares initial patient chart and compiles paperwork for admission and appropriate placement in chart
- Collects, labels, prepares, and appropriately stores lab samples following required laboratory specifications
- Ensures the collection of lab specimens using appropriate lab courier
- Undertakes appointment scheduling and follows-up on appointment
- Responsible for weighing patients and obtaining pre and post treatment vital signs
- Reviews treatment records for completion and reports cases of incomplete/missing records to RN
- Performs clerical duties including faxing and mailing to physician offices etc.
- Maintains logs as applicable following directions
- Ensures unit cleanliness, cleaning and prepping treatment room
- Assists in stocking medical instruments
- Ensures timely procurement of supplies
- Assists in coordinating the transportation of patient belongings
- Welcomes assigned patients and conducts follow-up inquiries/interview on their last treatment
- Reports complaints and observations to the nurse supervisor

- Assesses vascular access for patency and reports unusual findings to nurse supervisor
- Performs vascular access evaluation before treatment is commenced
- Performs vascular access cannulation and reports experienced difficulties or unusual findings in conducting cannulation to nurse supervisor
- Administers Heparin as delegated or as permitted by state law
- Initiates dialysis treatment according to prescription, including blood flow (QB) and dialysate flow (QD)
- Assesses intradialytic problems and provides intervention as following the physician's order/prescription
- Supervises patients' responses to dialysis therapy and reports any deviations to nurse supervisor
- Performs all relevant documentation necessary for the discontinuation of treatment
- Follows established procedures to discontinue dialysis treatment.

Health Service Technician Requirements – Skills, Knowledge, and Abilities

- Education: To become a health service technician requires an associate's degree from an accredited two-year Patient Care Technician or Medical Assistant program or a minimum of High School Diploma or GED and a combination of training and experience
- Licensure: All appropriate state licensure, education and training
- Certification: Certified Nurse Aide (CNA) preferred. Basic Life Support (BLS) certification for health care provider and CPR certification
- Experience: Patient care experience in a hospital setting or related facility; experience as a nurse aide, phlebotomist, or EKG technician
- Communication skills: It is important that health service technicians possess excellent communication skills to relate with patients, nurses, and significant others; in order to provide customer/patient support services
- Infection control skills: They require strong knowledge of infection control techniques because they May be exposed to infectious and contagious diseases/materials in the course of their work

- Physical dexterity: The position requires technicians to provide direct patient care that regularly involves heavy lifting and moving of patients, and assisting with ambulation; hence they must be energetic to succeed on the job
- Computer skills: They require basic computer skills for word processing, data entry, and database management
- Documentation skills: The health technician's job requires them to document a great deal; record keeping and reporting are also essential for all HST positions. It is important that they have clear and concise writing abilities and apply a detail orientation in documenting observations
- Bilingual skills: This skill may be required in settings with extensive patient contact and client base with diverse languages.