

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION
HOSPICE DELIVERY TECHNICIAN

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Position Title	Hospice Equipment Delivery Technician	Grade	
Department	Hospice	Exempt	
Immediate Supervisor	Hospice Manager/Designee	Non-exempt	X
Supervisor next in line	Hospice Patient Care Coordinator	Workweek	On Call

POSITION SUMMARY

Takes and completes customer orders for supplies and equipment, delivers, sets up, removes equipment when no longer needed and provides basic instruction with a wide variety of Hospice medical equipment. Trouble shoots basic equipment problems. Notifies Hospice clinician of patients with difficulty utilizing their equipment. Provides delivery of a wide variety of other HME products.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Minimum Education: High school Degree or equivalent.
Experience: Non required. Prefer an individual with an interest in health care.
Skills: good communication skills, good telephone skills, friendly, courteous, heavy lifting and reaching, good driving record, must be able to drive in inclement weather, basic computer skills.
Licensure/Registration/Certification: Related Experience CDL with Hazmat.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Provide timely delivery of Hospice products.
- 2 Completes all paperwork in a timely manner.
- 3 Trouble shoot and basic repair of equipment, equipment assembly, check and assure equipment is functioning before delivery.
- 4 Cleans returned equipment and packages as required in a timely manner, communicates with Manager/designee on inventory of Hospice equipment status.
- 5 Follows and is knowledgeable in the use and safety of all equipment
- 6 Ensures safety to self and others at all times.
- 8 Communicates immediately any questions or problems that occur concerning equipment operation or setup to Manager/designee.
- 9 Follows all Central Montana Medical Policies and Hospice Policies
- 10 Observes, evaluates and communicates pertinent information to Manager/designee, attending clinician.
- 11 Checks and maintains all equipment
- 12 Maintains Hospice Vehicles in clean, neat and orderly condition.
- 13 Answers customer questions in a timely, courteous and complete manner.
- 14 Maintains Department in a clean, neat and orderly condition

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15 Maintains CPR Certification.		
16 Completes other duties as assigned.		
Knowledge, Skills, Abilities:		
<p>Willingness to promote CMMC Hospice/CMMC in a positive manner on and off the workplace. Willingness To assume additional duties when requested and to offer assistance to others when indicated. Willingness to look for ways to improve patient care and promote cost effectiveness in doing so. Ability to adapt to fluctuations in workload. Ability to read, write, perform basic mathematical computations, follow written and oral directions. Ability to quickly learn assembly of various Hospice products. Ability to work independently off site without direct supervision. Judgement to seek guidance and direction from the Hospice manager when needed. Communication skills to effectively relate to/with patients/customers, physician office staff, co-workers, families, and the general public.</p>		
OCCUPATIONAL EXPOSURE for this position:		
	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids
OTHER EXPOSURE for this position:		
	Radiation	
X	Noise	Diesel Truck
	Other (Specify)	
PHYSICAL DEMANDS: (Essential functions strength rating for position - see Job Analysis)		
	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
X	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.		
Employee's Signature	Supervisor's Signature	Date