

Please distribute and/or post for Junior nursing students who are looking for part-time employment as a Patient Care Technician. To apply, go to <http://jobs.uams.edu> and select “Nursing” from the drop down menu under “Job Search > Nursing > Category > Nursing Student > CCA position #45616. Minimum job qualifications and December orientation dates are listed below. Thank you for facilitating.

## • Clinical Care Assistant

### Requisition ID

2018-45616

### Category

Nursing - Nursing Student

### Position Type

Temporary Full-Time

### Department

ICE NRSL Nurse Recruitment

### Shift

Shifts Vary

### Post End Date

10/29/2018

## Overview

### Schedule: Temporary Part-Time

**Clinical Care Assistant's (CCA's)** are hired for a specific unit and are expected to foster professionalism and fulfill work commitments on unit of assignment.

## Responsibilities

The Clinical Care Assistant works under the direct supervision of the Registered Nurse(s). The CCA works within the Nursing Service Line standards and adheres to UAMS clinical programs, policies, procedures and standards and guest care guidelines.

Work hours require 8 hours a week; 16 hours every other weekend on Saturday and/or Sunday; or 32 hours a month as negotiated with manager; maximum of 1000 hours in a 12 month floating period; you may apply to two (2) areas only; online references must be completed before application will be processed. References will be requested in a separate e-mail from Skill Survey.

Salary: \$11.00 per hour

Shift Differential: 20% E/N/P

Must Work One (1) Major Holiday: Thanksgiving, Christmas, Christmas-Eve or New Year's

### Before applying, please read the following Job Expectations for Clinical Care Assistant (CCA) Role:

1. CCAs are required to attend 'New Employee Orientation' (morning session) and 'CCA Orientation' (afternoon session\* if transfer, see 1. Below under 'Hire Checklist') offered every other **Monday** and complete all Human Resources 'New Hire' requirements prior to start date. If selected for interview, nursing student is to bring copies of current **CPR card (BLS Healthcare**

**Provider), grade report or transcript, and nursing school's Skills Lab Checklist and Course Outline.**

2. Upon completion of 'New Employee' orientation, **modules and ID Badge** must be completed before 1<sup>st</sup> working day. Clinical Services Manager (CSM) will approve up to 8 hours education (EDU) time to complete online modules. A six week period is also allowed for CCA to complete orientation requirements including five (5) required classes and five (5) shifts for CCA clinical check-offs. CCAs cannot perform any skill until classes/check-offs are complete or CSM will remove CCA from schedule/position.
3. To foster professionalism, CCA's are hired for a specific unit and required to work 8 hours a week, every other weekend to equal a minimum of 16 hours/pay period or 32 hours/month unless otherwise authorized by the CSM.
4. CSM's are responsible for CCA scheduling. CCA's request for schedule changes must be made to the CSM in writing prior to posting the two week schedule.
5. CCA's are expected to fulfill work commitments on unit of assignment prior to working on other units. Contact the Resource Management Office for available shifts on other units. CCA's will also be pulled according to unit policy.
6. Call-ins and cancellations are in accordance with Department policy (see Employee Handbook @ [www.uams.edu/ohr](http://www.uams.edu/ohr), select "Policies", "Staff Handbook").
7. CCA's are expected to provide two weeks written notice for resignations. Failure to comply will be reflected on job references.
8. CCA's may apply for a transfer after 6 months based on availability. CCA positions are posted under the 'Nursing Student' category located at <http://jobs.uams.edu>, select 'Job Search' then 'Nursing'.
9. CCA's are encouraged to seek out learning opportunities and communicate needs with staff. However, since the CCA is an employee not a student position, CCA cannot perform any skill outside the CCA role.
10. CCA's will be evaluated at 90 days and participate in an annual review with CSM.
11. CCA's are expected to provide written proof, i.e., current Transcript or Grade Report, Registration or Formal Nursing School Letter to validate **active** student enrollment to CSM within 30 days after the close of each semester.
12. CCA's who desire to take the LPN Boards are required to notify the CSM prior to testing date. If an LPN license is obtained, CCA is required to meet with CSM to review/sign CCA/LPN Disclosure r/t CCA Scope of Practice.
13. CCA position expires on the last day of the month of graduation.

## Qualifications

**Minimum Job Requirements:** Must have completed one (1) semester Junior Year; Basic Theory/Skills check-off in a state approved Registered Nursing School and one (1) clinical rotation. Seniors not eligible if within 6 months of graduation. Must be able to attend orientation on December 3, 5-7, and 12th, or December 17, 21, 27, and 28th, 2018 to apply.

**Preferred Job Requirements:** Preference will be given to in-state; BSN Nursing schools, and/or students who participate in clinical rotations and/or work at UAMS.