POSITION TITLE: SECURITY GUARD

REPORTS TO: PLANT MAINTENANCE MANAGER

DATE: 10/17/2016

I. POSITION SUMMARY: During construction, when the Emergency Department Entrance is closed, the Security Guard will monitor the outside front entryway and main lobby area. The Incumbent will notify the Emergency Department upon arrival of ambulance, patients and visitors. During night shift, the Security Guard has the responsibility to allow entry through the main entrance.

II. QUALIFICATION REQUIREMENTS:
High School diploma or GED equivalent
CPR certified
Security guard training is preferred.
The applicant must be 18 years or older.
The applicant must be a U.S. citizen or legally able to work in the U.S.
A valid photo ID is needed.

III. CUSTOMER FOCUSED EXPECTATIONS:
While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center and be committed to the improvement and best interests of the facility and the services the Department provides.

IV. TYPICAL PHYSICAL DEMANDS:
1. Standing and walking 50% of the time, and sitting 50% of the time.
2. Occasional lifting and/or moving up to 25 pounds.
4. Reach with hands and arms, climb or balance, stoop or kneel.
5. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Occasional exposure to outside weather conditions.

V. TYPICAL MENTAL DEMANDS (subject to modification or accommodation as required):
1. Ability to read, analyze, and interpret common documents, and a variety of instructions.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies and members of the community, to manage stressful situations, and to handle conflict.
3. Ability to organize with attention to details.
4. Ability to handle pressure of constantly changing situations, and create a positive work environment.

VI. WORKING CONDITIONS
The noise level in the work environment is usually quiet. However, exposure to noise distractions and unpredictable behaviors will be experienced.

VII. EQUIPMENT TO BE USED:
1. Computer
2. Telephone system
3. Printer
4. Hand Held Radio

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (see attached)

IX. ESSENTIAL FUNCTIONS (see attached)

X. NON-ESSENTIAL FUNCTIONS (see attached)

_________________________ ________________
Employee Signature Date
<table>
<thead>
<tr>
<th>FACILITY WIDE COMPETENCY</th>
<th>Rating</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS</td>
<td>D</td>
<td>M</td>
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<tr>
<td>• Comply with regulatory agencies, and institutional and operating systems.</td>
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<tr>
<td>• Adhere to all Hospital Policies and Procedures as they apply to the area.</td>
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<tr>
<td>• Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.</td>
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<td>• Protect patient/customer confidentiality.</td>
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<td>• Comply with HIPAA regulations as they apply to the job.</td>
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<td>PERFORMANCE IMPROVEMENT</td>
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<td>M</td>
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<tr>
<td>• Adhere to current organizational Performance Improvement priorities</td>
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<td>• Participate in quality studies through data collection</td>
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<td>• Make recommendations and take actions to improve structure, system or outcomes</td>
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<td>CUSTOMER SERVICE</td>
<td>D</td>
<td>M</td>
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<td>• Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.</td>
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<td>• Demonstrate commitment to serving the customer.</td>
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<td>• Demonstrate excellence in communication with the customer.</td>
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<td>• Create a welcoming environment for the patients, family and other interdisciplinary team members</td>
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<td>ESSENTIAL FUNCTIONS</td>
<td>D</td>
<td>M</td>
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<tr>
<td>Monitors the main entrance and lobby areas for ambulance, patients and visitors who need to go to the Emergency Department.</td>
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<td>On night shift, opens the main lobby doors so that ambulance, patients and visitors to the Emergency Department may enter.</td>
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<tr>
<td>Calls the Emergency Department when an ambulance, patient or visitor arrives in the main lobby who needs to go to the Emergency Department.</td>
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<td>Reports all activity on formal reporting forms for record keeping purposes.</td>
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<td>Observes for any and all safety and security violations. Reports violations to supervisor immediately.</td>
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<td>Attends training as required by the position.</td>
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<td>Contacts local authorities in case of emergency.</td>
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<td>Does not provide treatment to patients, but is a very visible hospital employee, often greeting patients when they enter the facility.</td>
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Non Essential Functions:

1. Participates in professional development activities:
   a. In-service classes or on-line courses.
   b. Shares knowledge with others.
   c. Reads in-house communications

2. Work Habits:
   a. Complies with attendance policies.
   b. Dresses according to the departmental dress code
   c. Organizes times, sets priorities
   d. Spends free time in a constructive manner

3. Initiative and judgment:
   a. Makes necessary work related judgments based upon factual information
   b. Completes assignments with minimal directions and in a timely manner
   c. Adapts to a changing work load

D= Does Not Meet Expectations  M= Meets Expectations  E= Exceeds Expectations

Comments:

Future Plans and Actions:
Employee Comments:

To update our files, please answer the following questions:

Have you received a higher education degree in past 12 months: Yes___ No____
Please forward to Human Resources

Have you received a certification in the past 12 months: Yes___ No____
Please forward to Human Resources

I have reviewed this Performance Evaluation

__________________________________________________________
Employee Signature

__________________________________________________________
Evaluator Signature

__________________________________________________________
Department Head or Designee Signature

Date

Date

Date