



Patient Care Assistant (PCA) Novice Positions

Houston Methodist Sugar Land Hospital is proud to announce the Patient Care Assistant (PCA) Novice Program. The PCA Novice Program is designed to provide an opportunity for HMSL employees without prior experience to transition into a direct patient care PCA role.

What is a PCA Novice?

The PCA Novice is an entry level position in which basic patient care tasks are performed. These tasks include, but are not limited to, patient bathing, obtaining vital signs, assisting patients with activities, communication with nurses, and documenting information in the patient’s electronic health record when applicable.

The PCA Novice receives coaching from preceptors, Registered Nurses (RNs), and Management. The PCA Novice performs delegated patient care tasks under the supervision of the RN. The PCA Novice provides Patient and Family Centered Care in concert with Houston Methodist ICARE values: Integrity, Compassion, Accountability, Respect, and Excellence.

PCA Novice candidates hired into this position will receive 40 hours of classroom education from Lone Star College. Courses are taught at HMSL once a week for 5 weeks. Candidates will attend Clinical NEO March 1-3, 2023. See NEO and class schedule in the table that follows.

How may I be considered for this program?

- Current employees in *good standing* must apply via MARS no later than February 19, 2023.
- You must have a high school diploma or equivalent education.
- You must inform your current manager about your intention to interview for the Novice PCA Position.

How May I Apply?

1. Log in to MARS
2. Select the “Careers” tile on your home page
3. Select the option for “View Current Job Opportunities”
4. In the search field, please enter the Job ID you are interested in applying for and click “search”
5. Complete the application.

Job ID #	Job Posting Title	Shift	Department
37708	Patient Care Assistant Novice Program - 4 Brazos Med/Surg - Nights	7p	4 Brazos
37827	Patient Care Assistant Novice Program - 4 Brazos Med/Surg - Days	7a	4 Brazos
37832	Patient Care Assistant Novice Program - 4E Med/Surg/Oncology - Days	7a	4E
37831	Patient Care Assistant Novice Program - 4W Med/Surg - Days	7a	4W
38019	Patient Care Assistant Novice Program - 5E Med/Surg - Nights	7p	5E
37833	Patient Care Assistant Novice Program - 5W Med/Surg - Nights	7p	5W
38020	Patient Care Assistant Novice Program - 5 Brazos Med/Surg - Nights	7p	5 Brazos
37834	Patient Care Assistant Novice Program - 6 Brazos Med/Surg - Nights	7p	6 Brazos

37703	Patient Care Assistant Novice Program - 6E Med/Surg - Days	7a	6E
37704	Patient Care Assistant Novice Program - 6W Med/Surg - Nights	7p	6W
37830	Patient Care Assistant Novice Program - Emergency Department - Days	7a	ED
37828	Patient Care Assistant Novice Program - Brazos ICU - Nights	7p	ICU Brazos
37829	Patient Care Assistant Novice Program - Main ICU (Surgical) - Nights	7p	ICU Main

Is there a deadline to be considered for this position?

Yes, all applications must be submitted via MARS by no later than February 19, 2023.

HMSL employees are the heart and soul of our mission to serve the community and your skills are the foundation for the unparalleled safety, quality, service and innovation that makes Houston Methodist one of the top hospital systems in the country.



HMSL Patient Care Assistant Novice Orientation

Name:

Nursing Unit:

Date	Activity	Host
3/15/2023	Clinical NEO Day 1	Clinical Education
3/16/2023	Clinical NEO Day 2 and report to new department	Clinical Education
3/17/2023	Clinical NEO Day 3 – modules	Clinical Education
3/20/2023	Classroom Education w/ Lone Star Clinical Education Small Computer Lab and Skills Lab	Lone Star Team
3/27/2023	Classroom Education w/ Lone Star Clinical Education Small Computer Lab and Skills Lab	Lone Star Team
4/3/2023	Classroom Education w/ Lone Star Clinical Education Small Computer Lab and Skills Lab	Lone Star Team
4/10/2023	Classroom Education w/ Lone Star Clinical Education Small Computer Lab and Skills Lab	Lone Star Team
4/17/2023	Classroom Education w/ Lone Star Clinical Education Small Computer Lab and Skills Lab	Lone Star Team
May 2023 – October 2023	Monthly 1-hour training/skills sessions for 6 months	Clinical Education