

Spec. Code:	4684
Occ. Area:	12
Work Area:	442
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	04/01/18
Last Action	New

HEALTHCARE TECHNICIAN

Function of Job

Under supervision from a designated clinician, assists in the examination and or treatment of patients in a hospital or clinic setting.

Characteristic Duties and Responsibilities

A Healthcare Technician typically

1. prepares patients for surgery or procedures such as, endoscopy, manometry, imaging or similar; assisting the positioning of patients on the examination/operating table and covering patients with sterile drapes to prevent exposure;
2. evaluates and takes patients' vital signs or laboratory data to determine emergency intervention needs;
3. set up and monitors medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, pressure lines, or other related procedure equipment as directed;
4. assists physicians or other medical professionals with examinations, treatments and procedures;
5. relays results of diagnostic test, explains medical instructions to patients when indicated by the physician;
6. assists with movement or transport of patients;
7. completes patient history information as needed;
8. collects specimens from patients using standard medical procedures;
9. answers patient call signals, signal lights, bells, or intercom systems to determine patients' needs;
10. monitors and logs equipment readings, monitors patient's condition throughout test or procedure;
11. cleans and sterilizes instruments according to policy; records sterilizer test results;
12. cleans, disinfects, or calibrates scopes or other medical instruments according to manufacturer recommendations and facility standards, prepares and sterilizes examination rooms;

13. stocks procedure/examination rooms with supplies;
14. maintains or repairs appropriate medical equipment;
15. completes diagnostic forms, reports, and assists in scheduling diagnostic tests;
16. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Any one or any combination totaling six (6 months) from the following categories:
 - a) Six (6 months) of work experience in direct patient care in a healthcare setting or equivalent.
 - b) College course work in related field as measured by the following conversion table or its proportional equivalent
 - 30 semester hours equals six (6 months)

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Skill in identifying and solving problems, or reporting problems when necessary.
2. Skill in effectively operating medical and technical equipment used in a medical setting.
3. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Skill in using pertinent computer applications and performing computer keyboarding.
5. Skill in proper hand hygiene according to policy.
6. Ability to interpret and apply policies and procedures for the healthcare setting.
7. Ability to work well with a diverse staff and population.
8. Ability to communicate effectively, professionally, and collaboratively, both orally and in writing.
9. Ability to understand and follow directions.
10. Ability to handle difficult and stressful situations with professional composure.