Health Care Technician

Job Code	Job Title	Pay Grade
8308F1	Health Care Technician II	23

CONCEPT:
This is technical work assisting professional staff in the diagnostic care, treatment and medical research of patients in a medical or institutional setting.

TASKS

- Provides psychological and physical comfort in preparing patients for a variety of specialized medical tests, procedures and treatments.
- Processes exposed X-ray film through the operation and maintenance of darkroom equipment; mixes and preserves processing solutions; operates duplicating subtraction and sensitometry equipment; instructs students and personnel in darkroom techniques.
- Suits, scrubs and assists in operating rooms by stocking the rooms with adequate surgical instruments and supplies; organizes the instruments and supplies for easy access to surgeons and surgery nurses; hands instruments to surgeons as requested; assists in cleaning operating rooms.
- Performs operating room procedures such as maintenance of asepsis, positioning, prepping and draping, needle count, instrument count, sponge count, specimen care and dressing application.
- Participates in evaluating new surgical products and procedures by examining product for improvements and reporting results and by experimenting in the organization of instruments for a new surgical procedure.
- Provides orientation and instruction within work assignment area to lower-level staff.
- Relaxes, positions and informs patient with regard to the test and/or treatment procedure to be administered.
- Operates electroencephalograph equipment to produce a record of brain waves; selects appropriate combinations of instrument controls and electrodes to produce quality tracings.
- Operates electrocardiograph equipment to produce tracings of variations in electrical potential produced by the heart, and forwards the information to the cardiovascular division computer, to produce an initial printed and visually presented interpretation of the electrocardiogram.
- Attaches holter-monitor electrodes to patients to record an electrocardiogram on magnetic tape.
- Prepares hydrotherapy tanks and associated equipment; submerges burn patients in tanks and performs treatment procedures such as dressing changes and cleaning burns with appropriate instruments and solutions or the application of prescribed medications.
- May provide orientation, technical instruction and/or on-the-job training in a specific health care/treatment specialty to subordinate health care technician and other staff.
- Performs basic audiologic screening.
- Directs preparation of medical and surgical instruments, equipment and supplies for sterilization; ensures proper loading of autoclave carts and functioning of autoclaves; oversees centralized storage, inventory and distribution of medical supplies.
- May plan, assign and evaluate the work of a staff performing direct patient care, including the administration of simple therapeutic treatments and/or procedures.

LEVELS OF WORK

- Class Group consists of one class.

Health Care Technician II: This level performs the advanced technical work in a variety of specialized areas in which an employee is responsible for administering a specialized test, procedure, or function of patient care. Work involves operating electroencephalograph or electrocardiograph equipment; performing hydrotherapy treatment procedures; and work may include training or instructing staff in a health care specialty or procedure.
Minimum Requirements: Six months of experience in direct care. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions require a valid driver's license.

REF: 12/13
REV: 7/14
REV: 11/23
REV: 6/24