

MEDICAL SUPPLY TECHNICIAN III

Work in this class involves processing specialized medical surgical instruments and supplies for open heart surgery, cardiac catheterization, and x-ray; or, serves as shift supervisor for a group of Medical Supply Technicians responsible for processing, inventorying, and replenishing medical surgical supplies and instruments; or may also manage the supply activities of a small department. Work is supervised by a higher level technician or an administrative supervisor.

I. DIFFICULTY OF WORK:

Complexity - Employees in the special processing role prepare tubing packs for the heart lung machine (select, cut and measure proper size tubing and assemble connectors and tubing); clean, assemble, inspect, wrap, and sterilize special instrument trays, catheters, etc. used for special procedures in cardiac catheterization and x-ray. In the supervisory role, employees prepare tubing sets and trays for special procedures; assist in the training of new staff; check trays and charts for completeness; assign workload and balance it among employees on a shift; review work of employees; solve problems during shift; interpret procedures, rules, and regulations, and ensure compliance; and maintain records and files of daily activities.

Guidelines - Procedure manuals, JCAH requirements for accreditation and isolation and sterilization procedures are available on the work unit.

II. RESPONSIBILITY:

Accountability - Employees must be knowledgeable of routine and specialized medical surgical instruments and supplies to ensure that carts and trays are completed and resolve problems presented by the nursing/medical staff in patient care areas. Employees establish priorities and respond to "stat" request; suggest substitution of items; and ensures assignments are completed on a shift.

Consequence of Action - Shortages of medical/surgical supplies on the patient care units could cause delay in patient care and/or endanger the patient. Furthermore, incorrect charge requisitions could result in financial loss for the hospital.

Review - Work is reviewed by a higher level supervisor or, a periodic basis and daily by the medical and nursing staff responsible for the care of the patient.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Work requires contact with medical and nursing staff to discuss medical surgical usage and departmental policies any procedures.

Purpose - Interactions with nursing and medical staff are to receive, convey or resolve work-related problems.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually performed in a non-patient care area within the hospital where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employees may be exposed to contaminated instruments and/or supplies or patients with infectious diseases.

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V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities -- Considerable knowledge and understanding of the operation of hot air, gas, and hi vac steam sterilizers; considerable knowledge of medical and medical and surgical instruments/supplies; and considerable knowledge of aseptic principles. Ability to record data accurately; ability to communicate well with others; and ability to direct and supervise employees.

Minimum Education and Experience - High school or General Educational Development diploma and two years of experience in the processing or inventorying of medical surgical supplies; or an equivalent combination of education and experience.