

## I. DESCRIPTION OF WORK

Positions in this banded class perform skilled technical work in support of patient care during procedures and/or surgery. They provide support medical services by directly providing care to patients\* or by assisting health care professionals in performing procedures/surgery. Support services include but are not limited to: assembling and setting up patient supplies and equipment; patient preparation and observation; diagnostic procedures; application and removal of orthopedic materials; set-up and assisting during surgery; and administration of anesthesia for veterinary patients. Work may include instruction and/or training of others.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

| Contributing   | Journey  | Advanced   |
|--|--|--|
| <p>Positions at this level perform routine tasks associated with patient procedures/treatments. Positions are responsible for prepping patients, assisting health care providers in preparing for and/or performing procedures/surgery, preparing a sterile environment, ordering supplies and equipment, and collecting and recording data. Positions may train others in specialized skills and/or demonstrate techniques and methods.</p> | <p>Positions at this level perform more specialized tasks associated with patient procedures/treatments. Positions are responsible for prepping patients, assisting health care providers in performing procedures/surgery, ensuring a sterile environment, maintaining supplies and equipment inventory, and coordinating data collection. Work may include the training, monitoring, and evaluation of others.</p> | <p>Positions at this level assist health care providers in performing specialized, complex procedures/surgery. Work may include instruction of others.</p> |

### III. COMPETENCIES

| Competency                                | Definition   |
|---|--|
| <b>Knowledge - Technical</b>              | Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in area(s) of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these. |
| <b>Coordination - Work</b>                | Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Coordinates and maintains equipment, supplies and related resources. Communicates effectively with patients.   |
| <b>Data Collection</b>                    | Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity.   |
| <b>Instruction</b> <i>(if applicable)</i> | Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.   |

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

### IV. COMPETENCY STATEMENTS BY LEVEL

#### Knowledge – Technical

Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in area(s) of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.

| Contributing  | Journey  | Advanced  |
|---|--|---|
| Basic knowledge of practices, procedures, methods in assigned area(s).<br>Basic knowledge of anatomy and physiology.<br>Basic knowledge of the principles of using and maintaining instruments, equipment and supplies in assigned area(s).<br>Basic knowledge of aseptic techniques.<br>Applies basic knowledge of infection control procedures. | Full knowledge of practices, procedures, methods in assigned area(s).<br>Full knowledge of anatomy and physiology.<br>Full knowledge of the principles of using and maintaining equipment and supplies in assigned area.<br>Full knowledge of aseptic techniques.<br>Applies full knowledge of infection control procedures. | Extensive knowledge of practices, procedures, methods in assigned area(s).<br>In-depth knowledge of anatomy and physiology.<br>In-depth knowledge of the principles of using and maintaining equipment and supplies in one or more specialized area(s).<br>In-depth knowledge of specialized clinical procedures and regulations. |

**Coordination - Work**

Ability to follow specific procedures and instructions. Ability to perform routine tasks. Ability to check work for accuracy. Coordinates and maintains equipment, supplies and related resources. Communicates effectively with patients.

| Contributing  | Journey  | Advanced   |
|---|--|--|
| <p>Ability to prepare patients for procedures/surgery following patient care protocols.</p> <p>Ability to follow established procedures during patient procedure/surgery; ability to document procedures.</p> <p>Ability to maintain a sterile environment; ability to prepare and clean instruments, equipment and supplies.</p> <p>Ability to maintain appropriate inventory of supplies and instruments; may require ability to order and receive supplies.</p> <p>Ability to understand and comply with infection control measures and guidelines.</p> <p>Ability to understand and comply with the quality control procedures.</p> | <p>Ability to train and/or monitor others in preparing patients for procedures/surgery.</p> <p>Ability to train and/or monitor others in appropriate procedures for patient procedure/surgery.</p> <p>Ability to train and/or monitor others in maintaining a sterile environment.</p> <p>Ability to monitor use of resources; ability to requisition supplies.</p> <p>Ability to assist in developing and monitoring infection control measures and guidelines.</p> <p>Ability to assist in developing and monitoring quality control program.</p> <p>Ability to propose quality improvement in patient care.</p> | <p>Ability to prepare patients for specialized procedures/surgery.</p> <p>Ability to follow complex, specialized procedures; ability to train others in complex, specialized procedures.</p> <p>Ability to monitor use of resources for specialized</p> <p>Ability to evaluate and modify infection control measures and guidelines.</p> <p>Ability to evaluate and modify quality control procedures.</p> <p>Ability to develop and implement quality improvements in patient care.</p> |

**Data Collection**

Ability to observe, monitor, collect, and record data. Ability to assess the accuracy, validity and integrity of the data. Ability to monitor and collect research data to access accuracy, validity, and integrity.

| Contributing  | Journey  | Advanced   |
|---|--|--|
| <p>Ability to observe patients; ability to collect and record basic data and patient information.</p> <p>Ability to enter basic data in data management system, as requested.</p> | <p>Ability to collect and record a variety of data about patients and procedures/surgeries.</p> <p>Ability to coordinate data entry in data management system; ability to maintain accurate and timely data.</p> | <p>Ability to record a variety of data about patients for specialized procedures/surgeries.</p> <p>Ability to train others in data entry; ability to monitor data entry quality.</p> |

**Instruction** *(if applicable)*

Ability to instruct and train employees, students, faculty and/or other clients by providing information, including appropriate procedures, practices and/or operation of equipment.

| Contributing   | Journey  | Advanced   |
|--|--|--|
| Ability to participate in the orientation of others.<br>Ability to instruct others in basic skills as requested. | Ability to coordinate orientation and on-site training involving specific skills.<br>Ability to assist with the evaluation of others in performing basic skills. | Ability to train, evaluate and counsel others in specific skills; ability to assist in developing and delivering educational programs. |

**V. MINIMUM TRAINING & EXPERIENCE**

Completion of an accredited training program in the area of assignment; or equivalent combination of training and experience. Some positions may require additional training, certifications, or licensure.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.