



**JOB INFORMATION**

Job Code	ID07C
Job Title	Tech III, Surgical Services
Pay Grade	VT06
Range Minimum	\$36,100
33rd %	\$42,133
Range Midpoint	\$45,100
67th %	\$48,167
Range Maximum	\$54,200
Exemption Status	Non-Exempt
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**JOB FAMILY AND FUNCTION**

Job Family:	Veterinary and Animal Care
Job Function:	Patient Care & Rehabilitation
EEO Position Group	64A - Technical/Paraprofessional

**JOB SUMMARY**

Responsible for ensuring operating rooms are prepared for surgical procedures, aseptic preparation, positioning of patients, sterilization of instruments and supplies, and posting charges.

**RESPONSIBILITIES**

- Opens sterile items with aseptic technique for the surgery team and back table and performs preoperative surgical scrub.
- Communicates with surgical personnel and sterile processing personnel to ensure instruments and supplies are available for procedures.
- Anticipates additional supplies needed during surgical procedures.
- Records and posts charges for items used during surgical procedures.
- Restocks and maintains inventory in the operating rooms and sterile processing department.
- Cleans, decontaminates, and sterilizes instruments and supplies.
- Maintains and cleans operating rooms. Performs daily and monthly maintenance and cleaning.
- May perform a variety of administrative duties to include maintaining surgery logs, reviewing and verifying supply invoices for supplies and equipment received, assisting with ordering consumable medical supplies, and ensuring inventory levels are maintained at appropriate levels.
- Positions patients for surgery according to surgeon’s preference. Patients to include cats, dogs, ferrets, birds, horses, cows, goats, zoo animals, and numerous others.
- Assembles surgical case carts according to pick lists.
- Assists surgical team with gowning and gloving.
- May perform other duties as needed.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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**MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.*

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School		And	4 years of	Experience in surgical services practices.	Or
Associate's Degree	Surgical Technology, Veterinary Technology, or related field.	And	2 years of	Experience in surgical services practices.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience in surgical services practices.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
CRCST - Certified and Registered Central Service Technician			Desired	And
CSPDT - Certified Sterile Processing and Distribution Tech			Desired	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Healthcare & Safety

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise					X
Chemical				X	
Dusts			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.