
Auburn University Job Description

Job Title:	Supv, Surgical Services	Job Family:	No Family
Job Code:	IA03	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Provides support to clinical services and supervises the acquisition, inventory and preparation of surgical packs and equipment used for patient care, teaching, and research in the Veterinary Teaching Hospital.

Essential Functions

1. Supervises and assists, when necessary, in the organization, preparation, operation and sterilization of equipment and supplies and observes for breaks in sterile techniques during surgery.
2. Maintains inventory of surgical materials ensuring surgical packs and resources are provided and that surgical packs and equipment are properly assigned for each specific procedure.
3. Orders equipment and supplies in the most cost efferent manner ensuring levels are adequate and on hand ready for use.
4. Prepares cost analysis of materials used in client, teaching, and research activities.
5. Prepares and coordinates the daily operating room schedule.
6. Assists doctors and/or students with selection of equipment for surgery procedures.
7. May perform a variety of administrative duties including, but not limited to, posting client charges, verifying supply invoices for supplies and equipment, recording operative infections, anesthetic or operative mortality and compiling morbidity/morality
8. May perform pre-operative surgical scrub preparations.
9. Maintains all surgical equipment ensuring that it is in good working order by performing minor repairs when necessary and arranges for the repairs and maintenance of equipment that can't be completed in-house.
10. Performs biological testing and maintains steam and gas sterilizers and keeps a performance log on routine basis.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associates Degree	Coursework in animal health, veterinary technology, or related field
Experience (yrs.)	4	Experience in a surgical environment and familiar with surgical assistant techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of sterilization techniques, medical terminology, and instrument identification.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/15/2011
