AUBURN
Human Resources

Tech III, Surgical Services

Job Description

JOB INFORMATION

Job Code	ID07C
Job Description Title	Tech III, Surgical Services
Pay Grade	VT06
Range Minimum	$41,230
33rd %	$48,100
Range Midpoint	$51,530
67th %	$54,970
Range Maximum	$61,840
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	7/24/2024 5:28:31 PM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	Surgical Services or Practices	Or
Associate's Degree or Vocational Certificate	Surgical Technology, Veterinary Technology, or related field.	and	2 years of	Surgical Services or 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			50 lbs
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet and/or humid		X			
Noise					X
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:

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