



JOB DESCRIPTION

TITLE: Labor Technician
DEPARTMENT: The Birth Place
REPORTS TO: Director – The Birth Place
FLSA: Non-Exempt

SUMMARY OF JOB:

Provide care for patients in hospital, under direction of professional nursing staff, by performing the following duties in accordance with Community Hospital's policies and procedures. Establish and maintain sterile field. Assist surgeon, OR RN in performance of procedures including obtaining needed instrumentation and supplies. Occasionally prepares and maintains records in nursing unit by performing the following duties in accordance with Community Hospital's policies and procedures.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Meets basic patient care needs and reports to nursing staff by:
 - a. Responding to signal lights, bells, intercom system, and bed/tab alarms to determine the patients' needs.
 - b. Giving care and assistance to selected assigned patients in respect to their personal hygiene, grooming activity, comfort, rest, nourishment and other health needs.
 - c. Ensuring meals are ordered within dietary restrictions and collects food trays, feeds patients requiring help, and documents all nutritional and supplemental intake.
 - d. Transporting patients or assisting patients to ambulate per physician orders.
 - e. Turning and repositioning bedfast patients every two hours, alone or with assistance, to prevent skin breakdown and pressure ulcers.
 - f. Applying compresses, ice bags, ted hose, scds, avis, K-pads as required.
 - g. Performs hearing screenings of all newborns in accordance with state guidelines.
 - h. Assist in bathing newborns

2. Completes basic patient data gathering by:
 - a. Takes, records, and reports to RN or LPN temperature, blood pressure, pulse (O2 saturation) and respiration rates, height and weight, food and fluid intake/output as directed, BG results for both adults and newborns.
 - b. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy.
3. Maintains safe and clean environment within the patient and nursing unit by:
 - a. Changes bed linens, runs errands, directs visitors, and answers telephone. Assists/performs admissions and dismissal of patients.
 - b. Picks up and organizes/stocks patient rooms prior to end of shift.
 - c. Maintains therapeutic environment in patient service areas.
 - d. Reports malfunctioning equipment, removes from use and files work order to assure proper operation.
4. Prepare for surgical procedures by:
 - a. Establishing and maintaining the sterile field
 - b. Assisting in anticipating surgeon's needs with surgical procedures by having appropriate supplies and instruments on hand
 - c. Collaborating with circulation RN, surgeon, and surgeon's assistant for any added needs for the procedure
 - d. Inspecting supplies, equipment and instrumentation pulled for the surgical procedure; marks card appropriately.
 - e. Caring for instrumentation and equipment during and following surgical procedure; always checking "blue wraps".
5. Properly handles instrumentation following procedures by:
 - a. Disposing of all sharps appropriately
 - b. Appropriately taking case cart to SPD
 - c. Communicating with SPD staff for any special care needs or return of instruments for subsequent surgical cases
6. Operating room medication administration will be completed by:
 - a. Accurately labeling all medications on sterile field
 - b. Disposing of all medications appropriately
7. The Labor Technician will assist with patient assessment by:
 - a. Preparing patient's surgical suite for needed supplies and equipment
 - a. Maintaining awareness of patient safety needs at all times
 - b. Continuously maintaining focus on surgical procedure in assigned room
 - c. Anticipating patient, surgeon, anesthesia, and circulating RN needs
 - d. Assisting with room turnover, including cleanup of supplies, instrument and equipment returns
 - e. Maintaining standards of professional care in accordance with Association of Operating Nurses (AORN) standards
8. The Labor Technician will provide expertise by:
 - a. Assisting with orientation and education of staff and students
 - b. Demonstrating ability to use critical thinking skills by assessing situation and adapting to changes

9. The Labor Technician will act as a resource by:
 - a. Demonstrating clinical expertise and contributes to the advancement of professional practices by communicating current research and trends related to a specialty
 - b. Ensuring patient and surgeon needs are being met through collaboration and use of preference cards
 - c. Coordinating with Lead technician and materials management buyer on specialty needs to maintain proper adequate par levels and instruments in relation to stock requirements and upcoming surgeries
 - d. Expanding clinical expertise through appropriate education
 - e. Maintaining and updating surgeon preference cards correctly

10. . Completes secretarial duties under the direction of professional nursing staff
 - a. Enters the physicians or L.I.P. orders in patient chart by utilizing Meditech order entry system, Medication Administration Records (MARs), and Meditech nursing module.
 - b. Prepares charts for admissions, discharges, and transfers.
 - c. Transcribes medications accurately onto the MAR
 - d. Obtains medical records as requested.
 - e. Schedules procedures under order of provider.
 - f. Assures valuables sheet is complete on each admission.
 - g. Maintains chart forms availability and breaks down charts after patients have been discharged.
 - h. Complete Birth Certificates and update information pertinent to state requirements for births in the state of Colorado.

11. Maintains the nursing station and provides clerical and nursing support by:
 - a. Answers telephone and intercom calls and provides information or relays messages to nursing staff (using pager/tracker system), patients and medical staff.
 - b. Directs visitors to patient rooms.
 - c. Schedules doctor's appointments for inpatients who are being discharged as ordered.
 - d. Scans all orders to Pharmacy and stamps them as such.
 - e. Notifies RN's, LPN's, and assistants of new orders as appropriate.
 - f. Assembles admission, transfer and discharge packets as needed.
 - g. Monitors call system.
 - h. Assists staff with patients as required.
 - i. Assists with projects as directed.
 - j. Performs clerical duties as assigned.

12. Maintains the environment of the nursing unit by:
 - a. Participates in maintaining a professional, organized, clean department and safe work environment.

13. Supervisor
 - a. Labor Tech is to notify the department leaders and/or supervisors of any event that may cause processes to negatively affect patient care or processes.
14. For Labor technicians working at Community Hospital, required to take call as assigned.

Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent and one (1) year of related experience
OR
equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current Certified Nurse Assistant (or recent graduate of an accredited baccalaureate program) or current EMS certificate.
Current BLS

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.
Responsible for complying with all federal, state and local rules and regulations.
Must comply with the Code of Conduct Guide.
Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

RESTRICTED ACCESS: A workforce member with restricted access will have limited access to

protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient’s entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person’s job duties.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date