



Career Service Authority  
Obstetrics Technician

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### GENERAL STATEMENT OF CLASS DUTIES

Prepares all labor and delivery rooms, assists in a variety of labor and delivery procedures and ensure smooth daily operation.

### DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

None

### ESSENTIAL DUTIES

Prepares the labor and delivery rooms by setting up beds and tables and ensuring the areas are prepared for additional patient care.

Maintains the sterility of instruments and rooms according to established policies and procedures.

Assists physicians in clinically related surgery such as cesarean sections, tubal ligations, dilation of the cervix, and curettage of the uterus, and set up for cerclage.

Assists in ordering stock and supplies and ensuring the levels are maintained at the appropriate amounts.

Performs a variety of nursing aide tasks which includes assisting in screen patients, taking vital signs, transporting patients and other health support activities.

Enhances professional growth and development through participating in educational programs, receiving current literature and attending in-service meetings and workshops.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; related well to people from varied backgrounds and situations; is sensitive to individual differences.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Self-Esteem** – Believes in own self-worth; maintains a positive view of self and displays a professional image.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Stress Tolerance** – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Memory** – Recalls information that has been presented previously.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Knowledge of necessary equipment and supplies needed sufficient to be able to prepare and maintain labor and delivery rooms.

Knowledge of chemicals, cleaning agents and sterilization techniques sufficient to be able to maintain a sterile, clean, and orderly work area.

Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.

Knowledge of clinic care sufficient to be able to assist physicians in clinically related surgical techniques such as c-sections, tubal ligations, D & C (dilation and curettage) and set up for cerclage.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent from falling over.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching, or otherwise working with hands.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Lifting: raising or lowering an object up to 10 pounds.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Far Acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Near Acuity: ability to see clearly at 20 inches or less.

***Working Environment:***

Contact with patients under wide variety of circumstances.  
Exposure to hazardous anesthetic agents, bodily fluids and wastes.  
Exposure to hazards from electrical/mechanical power equipment.  
Exposure to hazards of handling diseased organs and tissues.  
Exposure to housekeeping/cleaning agents/chemicals.  
Exposure to infection from disease bearing specimens.  
Exposure to infections and contagious disease.  
Exposure to odorous chemical and specimens.  
Exposure to patient elements.  
Exposure to risk of blood borne diseases.  
Occasionally exposed to radiation hazards.  
Subject to cuts from microtome knives.  
Subject to injury from moving parts of equipment.  
Subject to long irregular hours.  
Subject to many interruptions.

***Education Requirement:***

Graduation from high school or possession of a GED certificate at time of application.

***Experience Requirement:***

Two years of experience in a health clinic working with patients and staff to provide direct patient care.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

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***Licensure and/or Certification:***

By position, requires a valid driver's license at time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt  
***ESTABLISHED DATE:*** 09/16/1995  
***ESTABLISHED BY:*** Jean Canfield  
***REVISED DATE:*** 10/11/2009

**REVISED BY:** Melissa Fisher

**CLASS HISTORY** 10/2009: The class spec was updated and placed into the new class spec format.