

 Oroville Hospital	<b>Job Description for Lead OB Tech</b>	Department:	<b>Obstetrics</b>
		Dept.#:	<b>6380</b>
		Last Reviewed:	05/08; 08/12
		Last Updated:	

### **Reports To**

Nurse Manager

### **Job Summary**

The function of the Lead OB Technician is to provide communication, leadership and act as a resource person for the OB techs on all shifts, to insure continuity in training new employees and in carrying out the OB tech related policies and procedures.

### **Duties**

1. Must function in a leadership capacity to communicate changes in policy and procedure to the other OB techs in the Perinatal Services Department
2. Maintains communication book, with issues relating to OB technicians
3. Develops and maintains policy and procedure manual relating to OB tech duties
4. Develops and maintains training manual for new employees
5. Demonstrates total knowledge of all duties and skills in the OB tech job description
6. Acts as liaison to insure quality communication between director, Nursing Staff and OB techs, both in the Perinatal Services Department and other departments
7. Performs accurate documentation duties as defined in unit-based performance standards
8. Responds effectively in emergency situations
9. Demonstrates appropriate organization, priority setting and problem solving skills to meet assigned duties
10. Demonstrates effective communication methods and skills using appropriate lines of authority
11. Participates in department IOP activities

### **Qualifications**

1. Current BLS certification
2. Previous OB tech experience
3. Fetal Monitoring (Optional)
4. C.N.A. Certification (Optional)

5. High school graduate or equivalent
6. Demonstrate experience in leadership skills
7. Ability to communicate in a positive manner
8. Ability to function in a high stress situation
9. Must work a minimum of 8/10 in a pay period
10. Must obtain computer skills, typing, and communication skills, as well as Medical Terminology

### **Lifting Requirements**

Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds.