

 Oroville Hospital	Job Description for OB Technician	Department:	Obstetrics
		Dept.#:	6380
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Nurse Manager

Job Summary

The OB Technician shall be responsible for performing both clerical and nursing duties for patients of all ages, within the parameters of the policies of the OB unit.

Duties

1. Demonstrates professional responsibility in the OB Tech role
2. Maintains confidentiality when interacting with patients, families, personnel and the public
3. Assists licensed personnel as needed, within the standards of the OB unit
4. Under the direction of the RN performs tasks as needed
5. Assists in transporting patients
6. Properly uses selected equipment and monitors patient environment
7. Sets up sterile equipment for delivery
8. Prepares labor room and post partum rooms for patient occupancy, and assists with clean up
9. Washes instruments and packages them for sterilization
10. Performs clerical tasks to assist nursing personnel
11. Fully utilizes the HIS system
12. Performs daily routine duties, shift census and acuity reports, out patient census form and charges
13. Collection of data from parents and filling out birth certificates information sheet for Medical Records
14. Completion and witnessing of Paternity Declaration forms
15. Performs other duties as assigned

Qualifications

1. Graduate of high school or equivalent
2. Experience as a Unit Clerk is desirable
3. Medical Terminology is required

4. BLS certification required
5. Experience in surgery or OB nursing preferred
6. C.N.A. certification (Optional)
7. Fetal Monitoring (Optional)

Lifting Requirements

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