NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: May 7, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 55 FY 14/15 (copy attached).

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective May 7, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 55
Fiscal Year: 2014/2015
Posted Date: 04/03/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2310</td>
<td>Surgical Procedures Technician</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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INTRODUCTION

Under supervision of a Registered Nurse and/or Physician, acts as a technically trained assistant to a physician in a nursing capacity under conditions of asepsis as defined in the Operating Room or Burn Unit; arranges sterile setup for surgical and burn procedures; passes instruments, sponges and sutures to surgeons and nurses; prepares and decontaminates equipment and sterile supplies; assists in cleanup of the operating room or burn unit; checks placement and operation of equipment; makes frequent contacts with nurses, surgeons, other hospital employees and patients; and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this classification differ from class 2320 Registered Nurse in that the latter performs duties with more independence and under more general direction and is held professionally responsible for the work. Class 2310 Surgical Procedures Technician differs from class 2302 orderly in that the former class performs more technical and specialized paraprofessional duties. Additionally, positions in class 2302 Orderly do not assist in surgery or have responsibilities for sterile procedures associated with a Burn Unit or Operating Room.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. As a scrub assistant, creates a sterile field for operations and dressing changes; scrubs, dons and removes gowns and gloves for self and doctors in prescribed manner; sets up sterile tables, drapes patient and anticipates needs of and assists physician by selecting and receiving instruments and supplies; holds retractors if requested; after operation, removes linens, drapes and equipment, and prepares operating room for next operation.

2. As a circulating assistant, under the direction of a Registered Nurse, arranges operation set-ups with any variations requested by physician; assists in the cleaning and preparation of the physical setting, placing furniture, drapes and equipment in correct position, assists patient from bed to operating table or mobilizer; assists with skin preparation, application of routine body restraints and positioning of patient; assists with dressing and transfer of the patient.

3. As a burn care assistant, debrides wounds using sharp instruments and enzymatic debriders; applies and removes dressings, applies autographs or homographs, assists patients in range of motion exercises, positions splints when used; performs hydrotherapy; and applies topical antimicrobials as ordered.

4. Maintains cleanliness and order of supplies and equipment; keeps environment clean; opens sterile packs and dispenses supplies, arranges sterile instruments and supplies in specific fashion;
Title: Surgical Procedures Technician  
Job Code: 2310

cleans, decontaminates, and replenishes supplies and equipment; cleans and sets up Hubbard tank.

5. Restocks, assembles and sets up supplies, instruments, and other equipment; cleans, oils and stores instruments as prescribed; selects instrument sets for surgery; reports broken equipment to supervisor.

6. May explain hospital rules, regulations, and procedures to patients; assists nurses in orienting other personnel in procedures and equipment used.

7. May take vital signs and routine swab wound cultures; may measure and record urine output.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires basic knowledge of anatomy and physiology. Requires thorough knowledge of: surgical and/or burn care techniques and procedures, including principles, practices, and techniques of asepsis; various types of special instruments and equipment used in operating room and/or burn unit procedures. Requires familiarity with new developments and trends related to Operating Room or Burn Unit techniques and procedures.

Requires demonstrated skill in: Utilization and maintenance of various instruments and equipment used in operating room and/or burn care procedures; organizing skills as related to surgical procedures; nursing skills and practices.

Requires ability to: follow oral and written instructions; cope with surgical problems; carry out hospital rules, policies and procedures as related in Operating Room or Burn Unit; work closely and effectively with team members; assist nurses in orienting other personnel to techniques, procedures and equipment; explain procedures to patients; assemble equipment.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a certificate of graduation/diploma from a school of surgical technology accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); OR

Completion of comparable surgical technology training in an accredited community college, the military service, or an accredited nursing education program. OR

Experience:

Two (2) years of experience performing scrub duties in an acute care hospital providing elective and emergency surgery within the last five (5) years may be substituted for the required education.
SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 12/8/1969
AMENDED DATE: 10/17/1983; 5/7/2015
REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.
BUSINESS UNIT(S): COMMN, SFMTA