

## **Health Technician**

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### **GENERAL CLASS DESCRIPTION**

Under general supervision, has initial contact with patients in a health care unit, gathers data related to patient's medical history, performs selected aspects of a structured physical examination as well as performs designated minor therapies, treatments, and laboratory tests.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Obtains certain aspects of the patient's history, excluding the history of the present illness.
2. Performs selected aspects of a structured physical examination, which includes taking vital signs, performing an external examination of the head, a gross eye examination, basic ear, throat and mouth examinations, examination of the neck, back and extremities and a basic neurological examination.
3. Performs selected minor therapies, treatments, procedures and laboratory tests including operation of EKG machine; performance of venipuncture for blood specimens, skin tests and pulmonary function tests. Gives injections and certain medications, assists with intra venous injections, removes sutures and casts, takes cultures, etc.
4. Performs basic prescribed laboratory tests necessary for preliminary investigation of the patient's illness and coordinates the arrival of patient and appropriate lab data for presentation to the physician.
5. Is able to recognize physical and emotional manifestations of a patient that indicate the need for immediate or emergency procedures performed under supervision. Assists in performance of emergency techniques, such as mouth-to-mouth resuscitation, external cardiac massage, blood transfusions, etc.
6. Directs patients to hospital areas most appropriate for their needs.
7. Handles purely administrative problems as required.
8. Handles first contact problems on the telephone.
9. Aids in coordinating the various aspects of the patient's process through the hospital system.

**Health Technician**

**CLASS CODE: 3331**

**PAY GRADE: 408**

**KNOWLEDGES, SKILLS AND ABILITIES**

None listed

**MINIMUM ELIGIBILITY REQUIREMENTS**

Three years' experience in work involving direct patient contact and care.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

*Last Revised: May 1, 2004*