

MEDICAL JOB FAMILY – MEDICAL TECHNICAL AIDE

JOB FAMILY CONCEPT: The Medical job family is responsible for all aspects of medical-related activities. Medical roles serve to foster prevention, diagnosis and treatment of disease in patients and to provide quality patient healthcare through the execution of appropriate and quality technical and professional duties, services, and specialties. The Medical function includes, but is not limited to general medical support and patient care, client education, training, technical support, diagnosis and treatment of injuries and illnesses, and other medical-related services provided within clinical laboratory, nursing, veterinary, dental, pharmacy, family medicine, internal medicine, and other medical-related settings.

MEDICAL TECHNICAL AIDE

The Medical Technical Aide role supports medical functions under close supervision by cleaning and sanitizing medical tools, equipment, and linens, performing preventative maintenance on equipment.

The **Medical Technical Aide** role is distinguished from the **Medical Technical Assistant** role in that it is not responsible for providing direct patient care.

MEDICAL TECHNICAL AIDE 1

Typical Functions

Collects, cleans, sterilizes, repairs, and delivers medical instruments, equipment, and linens. Operates specialized equipment. Performs preventative maintenance on equipment. Maintains daily record of processed items. Inventories, stocks, and maintains supplies. Packages and inspects cleaned and sterilized items. May work with external agencies to assist in the completion of tasks.

Complexity and Decision Making Authority

Decisions are routine and guided by policies and procedures.

Knowledge, Skills, and Abilities

Ability to follow and understand written and oral directions.

Education/Experience

High school graduation or the equivalent and six months relevant experience, or an equivalent combination of training and experience. Relevant certification preferred.

MEDICAL TECHNICAL AIDE 2

Typical Functions

Manages the daily financial and administrative operations of the unit, including staff supervision and development. Performs tasks of those supervised as necessary. Develops procedures and protocols, and ensures compliance with regulations and procedures. Participates in strategic planning and workload assessments for the unit. Manages inventory, and places orders when necessary. Work with external agencies to receive and ship items.

Complexity and Decision Making Authority

Decisions made are largely guided by existing policies and procedures.

Knowledge, Skills, and Abilities

Expert level knowledge of area of expertise. Ability to communicate effectively orally and in writing. Ability to supervise.

Education/Experience

High school graduation or the equivalent and three years relevant experience, or an equivalent combination of training and experience. Relevant certification preferred.