

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
VETERANS HOME OF CALIFORNIA - YOUNTVILLE**

| <b>PART A</b>                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Position No: 573-385-8015-006</b>                                                                                                                                                                                                                                                                                           | <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Class: Medical Supply Technician</b>                                                                                                                                                                                                                                                                                        | <b>Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Under general supervision of the Central Supply Supervisor, the incumbent performs all duties of a Central Services Technician including sterilize, process and distribute medical equipment and supplies, maintaining acceptable standards of cleanliness and asepsis, post patient charges and do other related work.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Percentage of time performing duties:                                                                                                                                                                                                                                                                                          | <b>ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 40%                                                                                                                                                                                                                                                                                                                            | <p>Perform duties related to distribution of medical supplies. Duties include par level stocking for wards, clinics, central supply issuing room and other related departments. Ensure supplies are not outdated through proper stock rotation. Fill and record all requisitions and deliver to requesting locations. Break down bulk items and apply patient charge labels. Provide environmental cleaning to storage areas; sort and fold any laundry. Perform inventory control related tasks such as evaluating maximum/minimum pars and performing physical inventories. Input data into hospital information system for processing all exchange cart records; sub-inventory log sheets and patient charge slips for reimbursable supplies and departmental transactions. Reconcile and resolve problems.</p> |
| 30%                                                                                                                                                                                                                                                                                                                            | <p>Perform sterile processing duties including instrument preparation, packaging and processing in the autoclave. Monitor daily test pack, daily dart test and weekly biological indicator incubation tests. Stock supplies and set up procedural trays. Maintain a sterile environment of the sterile room and ensure sterilizing equipment is clean and in good working condition.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 25%                                                                                                                                                                                                                                                                                                                            | <p>Perform decontamination functions including preparation and decontamination of instruments and other equipment using appropriate detergents, disinfectants or antiseptic solutions. Clean and inspect equipment such as IV pumps, feeding pumps, respiratory therapy equipment and pulse oximeters. Perform regular preventive maintenance of the washer-disinfector.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>NON-ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5%                                                                                                                                                                                                                                                                                                                             | <p>Other related duties as assigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Position No: 573-385-8015-006</b>                                                                                                                                                                          |                 | <b>Date:</b>     |               |               |                |
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| <b>Class: Medical Supply Technician</b>                                                                                                                                                                       |                 | <b>Name:</b>     |               |               |                |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS<br/>OF ESSENTIAL FUNCTIONS</b>                                                                                                                                   |                 |                  |               |               |                |
| Activity                                                                                                                                                                                                      | Not<br>Required | Less than<br>25% | 25% to<br>49% | 50% to<br>74% | 75% or<br>More |
| <b>VISION:</b> View computer screen; prepare various paperwork; read number in labels; perform inventory.                                                                                                     |                 |                  |               |               | X              |
| <b>HEARING:</b> Answer telephone; communicate with department managers and department staff; provide verbal information; answer inquiries.                                                                    |                 |                  |               |               | X              |
| <b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings; answer inquiries.                                                                        |                 |                  |               |               | X              |
| <b>WALKING:</b> Deliver Nursing supplies to the assigned units.                                                                                                                                               |                 |                  |               | X             |                |
| <b>SITTING:</b> Work station; meetings; training. Prepare paperwork at desk.                                                                                                                                  |                 |                  |               |               | X              |
| <b>STANDING:</b> Stock and deliver supplies.                                                                                                                                                                  |                 |                  |               |               | X              |
| <b>BALANCING:</b> Use ladders, step stools to re-stock supplies.                                                                                                                                              |                 | X                |               |               |                |
| <b>CONCENTRATING:</b> Review documentation for accuracy; complete forms; label Nursing supplies; perform inventory; deliver supplies to correct areas.                                                        |                 |                  |               |               | X              |
| <b>COMPREHENSION:</b> Understand employee needs as it relates to laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work. |                 |                  |               |               | X              |
| <b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.                                                                                                          |                 |                  |               |               | X              |
| <b>LIFTING UP TO 10 LBS:</b>                                                                                                                                                                                  |                 |                  | X             |               |                |
| <b>LIFTING 10 - 25 LBS:</b>                                                                                                                                                                                   |                 |                  | X             |               |                |
| <b>LIFTING 25 - 50 LBS:</b>                                                                                                                                                                                   |                 |                  | X             |               |                |
| <b>FINGERING:</b> Push telephone buttons; computer keyboard; copier; bundle of supplies.                                                                                                                      |                 |                  |               |               | X              |
| <b>REACHING:</b> Use a mouse; stock supplies.                                                                                                                                                                 |                 |                  | X             |               |                |
| <b>CARRYING:</b> Boxes and supplies when re-stocking or delivering to the wards.                                                                                                                              |                 |                  | X             |               |                |
| <b>CLIMBING:</b> Ladders, step tools, stairs.                                                                                                                                                                 |                 | X                |               |               |                |
| <b>BENDING AT WAIST:</b> Stock supplies.                                                                                                                                                                      |                 |                  |               | X             |                |
| <b>KNEELING:</b> Stock supplies.                                                                                                                                                                              |                 |                  | X             |               |                |
| <b>PUSHING OR PULLING:</b> Carts with supplies.                                                                                                                                                               |                 |                  |               |               | X              |
| <b>HANDLING:</b> Supply boxes.                                                                                                                                                                                |                 |                  |               |               | X              |
| <b>DRIVING:</b> Special events.                                                                                                                                                                               |                 | X                |               |               |                |
| <b>OPERATING EQUIPMENT:</b> Computer; telephone; copy machine; fax machine; sterilization machines.                                                                                                           |                 |                  |               | X             |                |
| <b>WORKING INDOORS:</b> Deliver supplies to wards.                                                                                                                                                            |                 |                  |               | X             |                |
| <b>WORKING OUTDOORS:</b> Deliver supplies to other buildings.                                                                                                                                                 |                 | X                |               |               |                |
| <b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.                                                                                                                                           |                 |                  |               | X             |                |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_