

JOB DESCRIPTION:

Surgical Technologist

FLSA Status:

Non-Exempt

REPORTS TO:

OR Nurse Manager, OR RN

JOB SUMMARY:

The Surgical Technologist provides competent and skilled assistance to the surgeon while maintaining the sterile field during the surgical procedure by performing job responsibilities listed herein.

Essential Job Responsibilities with demonstrated competency:

- Possesses abilities to work collaboratively with all members of the health care team to provide safe care to the patient throughout his surgical experience.
- Demonstrates knowledge in the ability to plan, prepare and assemble the proper sterile supplies & instruments for planned procedure.
- Possesses skills and knowledge in the proper handling of sterile surgical instruments and supplies while securing a sterile field.
- Possesses skills and knowledge in the proper handling of contaminated articles used during surgery, to mitigate occupational exposure to self and others.
- Possesses the required knowledge of surgical instrumentation names, uses and applications.
- Prepares operating / procedure rooms with specific equipment, sterile instruments and supplies based on physician preferences and the accumulative knowledge based on experiences to optimize work flow, efficiencies and cost containment strategies.
- Understands and anticipates expected procedure course of events and prepares for and responds with expediency.
- Protects patient privacy during direct patient contact and abides to HIPAA standards upholding the privacy and security of PHI and ePHI.
- Other responsibilities may be assigned.

Technical Competency: Abilities, Skill, Knowledge required for success in the work environment

- Possesses necessary knowledge of anatomy and physiology of the human body as well as the ability to recognize abnormal conditions.
- Possesses vocabulary of surgical instrumentation, association by recognition and understands functional applications.
- Retains advanced aptitude for technical knowledge and the functional use of equipment, instruments and sophisticated surgical supplies.
- Possesses exceptional organizational skills in preparing the sterile field, showing an awareness for where articles are at all times to prevent the retention of unplanned articles.
- Maintains the sterile field and acts appropriately with corrective action when sterility has been breached.
- Recognizes instrument failure, or rule out probability of broken and or inability to use. Removes

from sterile field, with definitive information of problem.

- Attends to ongoing cleansing of instrumentation at point of use, to reduce bio-burden. At end of procedure, carefully handles contaminated endoscopes, delicate instruments and instrument sets by preparing for transport to SPD.
- Astute awareness to rapidly changing conditions in the work environment that requires rapid intervention and appropriate action within the sterile field. Manages competing demands based on thorough investigation or under the direction of the physician.
- Effectively communicates accounts of surgical activity in accurate detail to receiving parties and / or context which is legible and timely.
- Able to read and interpret technical written information or instructions and apply according to operate equipment safely.
- Possesses the knowledge and abilities to complete the process of instrument decontamination and sterilization.
- Methodically applies rational thought to practices which insure an environment of safety and security for the patient under anesthesia.
- Consistently applies hand hygiene practices and other aseptic techniques before, during and after administering direct patient care.

Behaviors contributing to professional success in the work environment:

Professionalism:

- Self awareness of professional image to peer group, patients, physician and visitors.
- Self awareness of personal and professional strengths and weaknesses and accepts accountability and responsibility for self improvement.
- Self awareness of personal emotions and manages conduct without creating disruption or impacting others in the workplace.
- Shares expertise with others, and initiates training opportunities for new hires, other health professionals or contemporaries when knowledge deficits are recognized.
- Treatment of others is with mutual respect, regardless of age, gender, ethnic, cultural or spiritual differences, job title, status or position, and is committed to promotion of a harassment-free environment.
- Maintains confidentiality, and discretion when recipient of privileged information.
- Evaluates independent actions and calculated risks, seeking opportunity for improvement or advancement.
- Displays willingness to make decisions, exhibits sound and accurate judgment, ability to explain rationale for decisions and appropriately includes essential people in decision-making process.
- Advocates for Patient safety by demonstration of self confidence and recognizes empowerment to speak up with appreciative defiance and respectful inquiry.
- Seeks opportunities for increased responsibilities; serving on committee's or special assignments.
- Upholds organizational values, culture and mission statement.

Reliability & Quality of work:

- Documents patient or personnel unexpected events by using event reporting management tool.
- Keeps commitments and consistent professional conduct conveys confidence from others, including patients, physicians, visitors and team mates.
- Acknowledges ability, skill and knowledge deficits and asks for assistance appropriately.
- Productivity is equal to others with same job role, including using time efficiently, and prioritizing and planning work assignments.
- Follows instructions or directives given by management.
- Completes tasks on time or notifies appropriate person with an alternate plan.
- Completeness of task is thorough, accurate and timely, promoting quality controls.
- Restores and restocks work station, storage locations and monitors for outdated supplies.
- Consistently is attentive to attendance and punctuality, and requests for time off is appropriate and timely for the conditions.

Communication:

- Clear, concise, accurate and timely and seeks clarification, both written and verbal context.
- Is appropriate to conditions and interaction with other members on the OR team.
- Committed to resolving conflict with other(s) through lines of direct communication first, or seeks assistance from management for timely resolution.

Team Work:

- Recognizes and acknowledges the skill, knowledge and talents of co-workers and genuinely expresses praise and encouragement, supporting everyone's effort to succeed.
- Remains open to ideas of others, exhibiting objectivity.
- Gives and welcomes feedback for the purpose of improvement or reaching creative solutions as a group.
- Balances team and individual responsibilities, contributes to building a positive team image by placing success of team above own interests.
- Able to rally morale and group commitments to meet goals and objectives.
- Volunteers readily for tasks or responsibilities that may be for the greater benefit of the team
- Focuses on processes not individuals when seeking a solution to evident problems.
- Participates in team meetings, showing interest in moving forward and progress.

Customer Service & Business Stewardship:

- Recognizes all customer relations as vital to future business relationships and reputation.
- Conserves organizational resources, including supply consumption; judicious fiscal responsibility; and budgetary restraints.
- Develops cost saving measures and appropriations of essential resources and services.
- Interaction with customer is focused for the attainment of quality, safety and accomplishment of the expected outcomes.
- Conserves organizational resources, including supply consumption; judicious fiscal responsibility; and budgetary restraints.
- Develops cost saving measures and appropriations of essential resources and services.
- Responds appropriately to requests made by customers (Patient, Family, Physician, Peer, AHP, Industry Representative, Guest) in a prompt and effective manner.

Qualifications:

- Graduate of Accredited School of Surgical Technology.
- Certification or Registry – Surgical Technologist (as determined by state)
- One year of operating room scrub experience required.
- Must be CPR certified within six (6) months of hire date and maintain certification

Language Ability:

Read, analyze, and interpret and reiterate information from equipment operators manuals, technical transcripts, procedure manuals. Recognize and use medical terminology. Effectively communicate information and respond to questions from physicians, peers, managers.

Math Ability:

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Calculate rate, ratio, and percentage.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and windows platforms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is repeatedly exposed to potentially infectious material, and biological bodily fluids. This job is Category I of the OSHA definitions. Occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and pharmaceutical waste and risk of radiation. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand stationary for long periods; walk; have use of hands & fingers, touch or feels; reach with hands and arms; speak, listen, and smell. The employee is frequently required to sit and stoop, kneel, push, pull, crouch, or crawl.