

COMMUNITY HOSPITAL SURGICAL TECHNICIAN

EMPLOYEE: _____

DATE: _____

PRINTED NAME: _____

REPORTS TO: OR Manager

DEPARTMENT: Surgery

FLSA STATUS: Non-Exempt

PURPOSE:

Establish and maintain sterile field. Assist surgeon, OR RN in performance of procedures including obtaining needed instrumentation and supplies.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improved performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

Essential duties and responsibilities include but are not limited to the following:

1. The Surgical Technician will prepare for surgical procedures by:
 - A. Establishing and maintaining the sterile field
 - B. Assisting in anticipating surgeon's needs with surgical procedures by having appropriate supplies and instruments on hand
 - C. Collaborating with circulation RN, surgeon, and surgeon's assistant for any added needs for the procedure
 - D. Inspecting supplies, equipment and instrumentation pulled for the surgical procedure
 - E. Caring for instrumentation and equipment during and following surgical procedure
2. The Surgical Technician will properly handle instrumentation following procedures by:
 - A. Disposing of all sharps appropriately
 - B. Appropriately taking case cart to SPD
 - C. Communicating with SPD staff for any special care needs or return of instruments for subsequent surgical cases
3. Medication administration will be completed by:
 - A. Accurately labeling all medications on sterile field
 - B. Disposing of all medications appropriately
4. The Surgical Technician will assist with patient assessment by:
 - A. Preparing patient's surgical suite for needed supplies and equipment
 - B. Maintaining awareness of patient safety needs at all times
 - C. Continuously maintaining focus on surgical procedure in assigned room
 - D. Anticipating patient, surgeon, anesthesia, and circulating RN needs
 - E. Assisting with room turnover, including cleanup of supplies, instrument and equipment returns
 - F. Maintaining standards of professional care in accordance with Association of Operating Nurses (AORN) standards
5. The Surgical Technician will provide expertise by:
 - A. Assisting with orientation and education of staff and students
 - B. Demonstrating ability to use critical thinking skills by assessing situation and adapting to changes
6. The Surgical Technician will act as a resource by:

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- A. Demonstrating clinical expertise and contributes to the advancement of professional practices by communicating current research and trends related to a specialty
- B. Ensuring patient and surgeon needs are being met through collaboration and use of preference cards
- C. Coordinating with materials management buyer on specialty needs to maintain proper adequate par levels and instruments in relation to stock requirements and upcoming surgeries
- D. Coordinating, developing, implementing, and evaluating specialty education programs in collaboration with clinical nurse educator, OR Manager, and or Director to meet the needs of the perioperative staff
- E. Expanding clinical expertise through appropriate education
- F. Maintaining and updating surgeon preference cards correctly

7. For surgical staff working at Community Hospital (not including FCSC staff), required to take call as assigned.

8. Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education. High school diploma or equivalent training preferred.

Interpersonal Skills. Builds relationships and respects others. Is able to communicate effectively in English both verbally and in writing. Requires adaptability with regular interpersonal contact.

Decision-Making Ability. Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a leader.

Analytical Ability. Apply professional business or technical principles to non-routine and very complex problems. Concentrates and pays close attention to detail.

Required Physical Effort. Exerts 20-50 lbs of force occasionally and/or 10-25 lbs of force frequently.

Risks and Undesirable Workplace Conditions. May be exposed to body fluids, punctures and falls. Job requires protective equipment. Must use universal precautions. Pleasant, well illuminated area.

Special Knowledge Required. Requires BCLS within 90 days of hire. Prefer graduate of accredited ORT programs and ORT certification.