

Job Description

Job Details

Job Title: Surgical Technologist
Department: Ambulatory Surgery
Center
Reporting To: Director of ASC,
Circulating RN

Job Summary

Assist the surgeon during operative and invasive procedures. Ensure operating suite is adequately prepared for procedure. Maintain appropriate levels of all surgical instruments and supplies. Responsible for decontaminating, cleaning, processing, and sterilizing instruments and equipment.

Core Competencies

Title and Definition

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Takes initiative to see an issue and develop realistic solutions.

Achieve

Demonstrates effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carries out tasks successfully and completely. Attains goals despite difficulty. This employee is able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrates a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoids speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognizes and shows respect for the strengths and contributions of others. Works with others to accomplish a common goal or objective.

Integrity

Acts in ways that demonstrate personal reliability, honesty, and care that exhibits integrity and serves as a positive example of why others should trust the motives of our organization. Views himself/herself as a reflection of the organization by following through on commitments and accepting ownership of

any mistakes he/she might make. Leaves others with the clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Has the will to win, the desire to succeed, the urge to reach his/her full potential. We are what we repeatedly do. Excellence is the path he/she has chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always gives extra and unending effort and offers to support other team members. He/she perseveres in completing tasks and is not discouraged nor cuts short efforts to accomplish goals and objectives. Makes and fulfills commitments. Has established a pattern of working independent, always intends to fulfill any promise made, prepared for meetings and other tasks.

Trust

Belief that someone or something is reliable, good, honest, and effective. He/she acts responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide his/her actions.

Communication

Communicates effectively, respectfully, and appropriately. Uses good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Is respectful to feedback and responds accordingly.

Essential Duties and Responsibilities - Pre-Operative Phase

Title and Definition

Procedures

Adapt procedures to meet individual needs of pediatric, adolescent, adult, and geriatric patients

Room Preparation

Prepare room in a timely manner with all anticipated instruments, sutures, supplies, and equipment for each individual case. Utilize surgeon preference cards and update as needed.

Equipment

Check all equipment/instruments needed prior to each procedure to ensure proper functioning.

Aseptic Technique

Follow aseptic technique when opening sterile supplies, setting up procedures, and during procedures.

Procedure Preparation

Set up, scrub, and prepare for procedures in a time frame which does not delay case start.

Assisting

Assist in positioning of patients for surgical procedures.

Essential Duties and Responsibilities - Intra-Operative Phase

Title and Definition

Instrument Table

Maintain an orderly and sterile instrument table for the purpose of efficiency.

Surgical Procedure Knowledge

Demonstrate knowledge of step-by-step progress of specific surgical procedures, including instruments and/or trays needed for each procedure.

Operating Room Counts

Complete operating room counts accurately; follow proper procedure in the event of incorrect count, report all discrepancies to circulating nurse and correct immediately.

Surgical Specimens

Handle surgical specimens and bodily fluids properly.

Judgment

Make decisions reflecting knowledge of facts and good judgment.

Transfer Patient

Transfers patient safely, e.g. lock transport vehicle wheels, secure IV lines, catheters, pain pumps, suction devices, protect patient's extremities during transfer, and use transfer devices as appropriate.

Essential Duties and Responsibilities - Post-Operative Phase

Title and Definition

Postoperative Room Preparation

Clean and prepare rooms between procedures and after last case; restock supplies and organize effectively for end-of-case clean up.

Postoperative Instruments

Responsible for care of instruments/equipment during intra/postoperative phase, including cleaning and processing of instruments.

Essential Duties & Responsibilities - Central Sterile

Title and Definition

Sterilization Methods/Testing/Inspections

Differentiate sterilization methods required for specific instruments and equipment; appropriate validation and spore testing with records computed per policy; visual inspection of sterilizations for visible signs of malfunction; report to manager. Load and operate all sterilizers (steam) and complete all appropriate documentation records as needed.

Instrument Procedure Trays/Peel Packs

Assemble all instrument procedure trays and/or packs following prescribed manner using content lists as a guide. Clean, prepare, and wrap package instruments correctly according to policy. (Autoclave loads)

Event-Related Sterilization

Understand and utilize event-related sterilization.

Information Processing

Title and Definition

Language Use Skills

Skill in language use, including reading and comprehending instructions, short correspondence, and memos, constructing correspondence, and presenting information in one-on-one, small group situations, in person and electronically.

Computer Use

Use computer to perform department functions, i.e. forms, data entry, e-mail.

Interpersonal Skills

Title and Definition

Compassion

Demonstrate compassion and caring in dealing with others, including patients, co-workers, and visitors.

Professional Image

Follow dress code. Project a pleasant and professional image per policy. Wear identification while on duty. Communicate name and role to patient.

Analyzing Skills

Analyze situations accurately, make decisions to bring a favorable resolution, and take effective action; seek out help when appropriate.

Flexibility/Stressful Situation

Respond with flexibility to changing work load and/or patient assignments, be able to be organized and function under stressful situations.

Working Relationships

Ability to establish and maintain effective working relationships with physicians, co-workers and the public that harbor a friendly, yet professional interaction.

Demonstrate willingness to readily interact with other staff members and department leaders.

Mentor/Preceptor

Act as a mentor/preceptor for students/new employees.

Personal Growth

Accept responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

Other Duties

Perform other duties as directed/required to ensure efficient operations of Premier Bone & Joint Centers.

Adherence to Facility/Departmental Policy

Title and Definition

Attendance

Maintain a good attendance record, arrive to work punctually and able to substantiate overtime.

Punctuality

Arrives to work punctually.

Overtime

Be able to substantiate overtime, minimize overtime and adjust hours as needed.

Confidentiality

Observe confidentiality of information in regard to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

Safety & Infection Control Policies/ Standards of Care

Adhere to safety and infection control policies and standards of care policies, including patient's privacy rights.

Staff Meetings/In-services

Participate in Premier Bone & Joint Centers and departmental in-services and staff meetings.

Standards of Care

Perform patient care according to policies and procedures and standards of care of the facility.

QA

Participate in performance improvement and quality assurance (QA) activities when able.

Care of Environment, Equipment, and Supplies

Title and Definition

Order Supplies/ Stock Supplies

Order supplies and equipment, and stock in an organized manner, according to policy.

Stock Supplies

Maintain appropriate stock of supplies in patient care areas and order on occasion.

Equipment Safe Technique

Utilize correct/safe technique when using equipment and notify manager of malfunctioning equipment.

Malfunctioning Equipment

Notify manager of malfunctioning equipment.

Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
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High School Diploma or Equivalent		Required
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Certification & Licensures

Certificate	Graduate of Surgical Technology Program or On the Job Training
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Certificate	Current BLS-Health Care Provider Certification
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Experience

Years of Experience	Required/Preferred
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One Year Operating Room	Preferred
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Physical Requirements

Action	Description	Frequency
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Seeing	Must be able to read and to visually evaluate the patient status	Constant
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Hearing	Must be able to hear well enough to communicate with physicians, co-workers, and patients, as well as to receive instruction from physicians and/or supervisor	Constant
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	Must be able to verbally communicate with physicians, co-	
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Speaking	workers, and patients and to give instructions to patients and/or employees under supervision	Frequently
Fingering/Grasping	Must be able to maneuver and handle surgical equipment and perform duties requiring fine motor skills	Constant
Standing	Must be able to stand in place for long periods of time	Constant
Sitting		Frequently

Weight Demands

Action	Description	Frequency
Lifting	Must be able to lift at least 100 pounds	Occasionally
Pushing/Pulling	Must be able to maneuver and position equipment and patients	Frequently

Working Conditions

The fast paced nature of this position may lead to increased levels of personal stress.

Environmental Hazards: The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Physical Hazards: Physical harm is possible when performing physical requirements, as listed above. Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

Unique Work Schedule/Travel: May be required to work after hours, on weekends, or holidays. May be required to provide services outside the clinical setting (i.e. at University or High School athletic events).

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.