

TAYLOR STATION SURGICAL CENTER

Job Description

Job Title: Surgical Technologist

New Job: **Update:** X

Date written: November 1996

Revision Date (s): 08-01-03, 07-08-10, 6-17-15, 1-7-16

Reviewed: 6-17-15, 6/2024

Department: Clinical

Job Summary

- In accordance with the mission of Taylor Station Surgical Center. The Surgical Technologist will provide care in an atmosphere sensitive to each person's physical, emotional, and social needs with respect to the beliefs and values of co-workers, patients, and their families. The Surgical Technician functions in the spirit of teamwork with other Center staff members to assist with surgical procedures on assigned patients.

Job Qualifications (Knowledge, Skills, and Abilities)

- Graduate from an accredited Surgical Technology program – required.
- Demonstrate effective oral and written communication skills.
- Demonstrate a willingness to work in a team environment.
- One year previous surgical technician experience – preferred.
- Certification in Surgical Technology – desired.
- Membership in a professional organization such as Association of Surgical Technologists- desired.

Job Relationships

Reports to:

- Director of Nursing

Indirectly Reports to:

- Assistant Nurse Manager

Supervises:

- None

Job Responsibilities

Essential Responsibilities:

Operations

- Assumes these roles within Taylor Station Surgical Center, including but not limited to the following:
 - scrubbing
 - coordinating
 - pre-op care
 - post-op care
 - assisting in endoscopy suites
- Responsible for pre-admission preparation including but not limited to:
 - setting up rooms and organizing supplies
 - assists in gathering data pertaining to patient and procedure to be performed
 - making sure all equipment and supplies are together for procedure
- Perform duties necessary for care during procedure including but not limited to:
 - adheres to sterile technique process specific to OR or endoscopy suite
 - passes instruments and other equipment to surgeon as requested
 -
 - assists in managing sponge, needle and sharp counts
 - applies sterile dressings

- assists in positioning patient
- maintain orderly surgical field
- changes suction
- Performs duties necessary for care during post-op period including but not limited to:
 - responds to patient call light and provides basic patient assistance
 - assists in cleaning endoscopic equipment
- Responsible for preparing, cleaning and maintaining equipment
- Responsible for keeping area clean
- Assists with capturing and recording changes
- Assists with OR and endoscopy room turnover
- Assists in instrument processing
- Performs inventory control:
 - orders stocks and pulls supplies
 - stocks linen and supplies as needed
- Equipment integrity:
 - applies/utilizes special equipment
 - maintains equipment storage area
 - maintains equipment inventory
 - observes and reports the need to repair equipment, furniture and building fixtures
 - cleans equipment and has repairs made when necessary.
- Performs specimen collection and assures integrity of specimen.
- Performs general housekeeping as necessary.
- Participates in the evaluation of new supplies, equipment, and instruments.
- Performs simple maintenance, including but not limited to, the following:
 - replacing light bulbs
 - replacing paper in any printer fax, etc.
 - replacing toilet paper
- **Communication**
- Promptly assists in answering telephone, acknowledges, greets, and assists patients, visitors, staff and vendors entering the department.
- Communicates with other center employees to obtain, provide, or revise information.
- Proactively communicates with all staff members in an accurate and timely manner.
- **Human Performance**
- Participates in and fosters a performance improvement approach that includes both intradepartmental and interdepartmental activities.
- Displays accountability and responsibility for the performance of assigned functions.
- Responsible for maintaining knowledge and technical skills in order to operate, set-up and maintain all office equipment in the center to include housekeeping tools.
- Adheres to Taylor Station Surgical Center (TSSC) policies and procedures.
- **Initiative**
- Takes responsibility to facilitate improvements in patient services, staff/physician relationships and the working climate.
- Initiates and develops positive relationships with patients, visitors and other staff members, exhibiting respect, flexibility and cooperation at all times.
- **Performance Improvement**
- Participates actively in staff meetings, required in-services, and educational opportunities.
- Assists with new employee orientation.
- Responsible for annual education requirements.
- **Inventory/Vendors**
- Utilizes all TSSC resources in a cost effective manner.

Other Job Responsibilities:

- *Performs other related duties as assigned*
- Responsible for compliance with Organizational Integrity through raising questions and promptly reporting actual or potential wrongdoing.
- Participates in and coordinates with organizational process to collect and evaluate information about hazards and safety practices that are used to identify safety management issues. Adheres to established policies and

- procedures, which may include wearing of personal protective equipment.
- Participates in and fosters a performance improvement approach that includes both intradepartmental and interdepartmental activities.

Potential Exposures Indicate if the position is exposed to the definite risk of bodily injury via:
(Click to check all that apply)

Exposure to Infectious Disease		Chemicals	
Electrical Equipment	X	Mechanical Equipment	X
Burns		Radiation Equipment	
Blood Contact	X	Other	
NONE			

Age Specific Criteria: These criteria should be checked to assure that the individual performing this job demonstrates competencies on the unit/in the department, appropriate to the age of patients served.
(Click to check all that apply):

Neonate (<1 month)		Adolescent (13 – 17 years)	X
Infant (1 month – 1 year)		Adult (18 – 64 years)	X
Pediatric (1 – 12 years)	X	Elderly/Geriatric (65+years)	X
N/A			

Equipment Used List any equipment used to perform functions of the position. This would include equipment requiring physical exertion (such as a vacuum cleaner), in addition to technical/clinical equipment that would require training for use.

- Sterilizers
- Instrument Washer
- Related equipment to procedure i.e. scope towers, etc
- Fax
- Multi-line Phone
- Copier
- Scope washers
- PC

Physical Demands/Requirements:

Demand/Requirement Frequency Key:

1) Not applicable	2) Up to 33% of the time
3) From 33-66% of the time	4) Over 66% of the time

Demand	Frequency Level	Comments/Specific Abilities (i.e. wt)
1. Mobility		
Standing	4	
Walking	4	
Sitting	2	
Bending/knees	2	
Bending/waist	2	
Kneeling	1	
Climbing	1	
Reaching	2	
2. Strength		

Lifting	2	
Carrying	2	
Pushing	2	
Pulling	2	
3. Dexterity		
Gross motor skills (handing/grasping)	2	CLEANING SCOPES/INSTRUMENTS
Fine motor skills	1	PC
Fingering/feeling	1	PC
4. Visual		
Acuity, near	2	
Acuity, far	1	
Depth perception	2	
Color differentiation	2	
Peripheral	2	
5. Hearing		
Normal conversation	2	
Faint sounds		
Other		
6. Other		
7. Personal Protective Equipment	3	GLOVES, GOWNS, GOGGLES, LEAD APRONS

Emotional/Psychological Factors: Public Contact, deadlines, concentration, time-management, prioritization, teamwork environment, Grief, death

Reviewed and Approved by:

Prepared by: Linda Meikle RN Date: June 4, 2003

Reviewed by: Amy Dillon, Operations Manager Date: June 17, 2015
(Manager/Director)

Approved by: Board of Managers Date: January 20, 2016
PAC/BOM

This job description is intended to describe the general content of and requirements for the performance of this job. It is not to be considered an exhaustive statement of duties, responsibilities, or requirements