



## POSITION DESCRIPTION Surgical Technician

**POSITION SUMMARY:**

Assist with the care of patients in the surgical suite by performing routine scrub and central sterile assignments and assigned duties according to their scope of education and experience and under the supervision of an RN.

<b>POSITION DESCRIPTION – Surgical Technician</b>	
<b>STANDARD</b>	
<b>Environment of Care: Demonstrates knowledge and practice of:</b>	
1.	<b>Safety</b> - Department specific and hospital wide safety risks
2.	<b>Security</b> – Processes for minimizing security risks
3.	<b>Haz Mat/Waste</b> - Procedures for spills/MSDS
4.	<b>Emergency Preparedness</b> – Role in emergency codes
5.	<b>Fire Safety</b> – Role/response in Code Red actual/drill
6.	<b>Med Equipment</b> – Safe operation of equipment (see specific list) user error education
7.	<b>Utility Systems</b> – Emergency procedures for utility failures
<b>Infection Control: Demonstrates knowledge and practice of:</b>	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
<b>Performance Improvement: Demonstrates knowledge of:</b>	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
<b>Patient Rights: Demonstrates knowledge and practice of:</b>	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
<b>Risk Management: Demonstrates knowledge and practice of:</b>	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
<b>Certifications</b>	
23.	BLS card <span style="float: right;">Exp date:</span>
24.	CORT Certification <span style="float: right;">Exp date:</span>
<b>Patient Safety</b>	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> <li>▪ Accuracy of patient identification using patient’s name and birth date</li> </ul>
27.	Fall prevention measures
28.	Proper positioning of patient for procedures

## STANDARD

29. Prevention of fires in the OR
30. Verification procedure for correct site, patient, procedure
31. Medication safety in the OR
  - Conscious/deep sedation monitoring
  - Safe storage and use of paralytics/narcotics
  - Look alike, sound alike medications
  - Dangerous abbreviation list
  - Transferring medications from nonsterile field to sterile field
32. Sentinel events alert
  - Nosocomial infections
  - Blood transfusion errors
  - Potassium chloride
  - Restraints
  - Operative and postoperative complications
  - Preventing needle sticks and sharps injuries
  - Medication errors related to dangerous abbreviations
  - Exposure to Creutzfeldt-Jacob Disease

### Department Core Competencies

33. Utilize knowledge of procedure and patient information to assess needed supplies and equipment and assure that these are available for procedure
34. Prepare the perioperative environment and all supplies and equipment. Ensures environmental safety for all patients and personnel
35. Check all equipment prior to use and report malfunctions appropriately
36. Communicate implant and supply utilization to circulator for proper charge documentation
37. Communicate with other members of the health care team regarding the patient's care needs during the intra-operative period
38. Actively assist with maintenance of the patient's right to privacy – before, during and after the procedure
39. Demonstrate correct application for sterilization including use of:
  - Flash sterilizer
  - Steris
  - Chemical disinfectants
  - Determine proper mode of sterilization for item type
  - Demonstrate use of chemical indicator
40. Positioning of patient
  - Provide optimal exposure for procedure, access to IV lines and monitoring devices
  - Give attention to patient comfort and safety
  - Assesses impact on circulatory, respiratory, musculoskeletal and neurological structures
  - Utilize and follow surgeon's preference, patient condition and type of surgical procedure affecting equipment used for positioning
41. Specimen handling
  - Protect welfare of patient by accurate labeling and handling of specimen
  - Disposition of all surgical specimens, initial specimen label in Pathology log book
42. Counts
  - Performed accurately according to procedure preserving patient safety
  - Verbalizes and demonstrates procedures for incorrect counts
43. Aseptic technique
  - Apply principles of asepsis, maintain sterile technique at the sterile field, assist with the terminal care of equipment and supplies after the surgical procedure is completed
  - Identifies emergency situations and institute corrective actions in a calm and efficient manner
  - Maintain organizational skills and manual dexterity in economy of time, motion, and supplies in an efficient manner
44. Provide for safety of self and team by:
  - Correctly disposing of sharps
  - Knowledge of OR pattern
  - Laser safety measures

### Age Specific Competencies

#### Knowledge

45. Criteria to identify victims of abuse and neglect
46. Demonstrates knowledge of growth and development

<b>Skills</b>
47. Uses age appropriate communication skills
48. Identifies age specific safety issues and implements appropriate safety devices pre/intra/post op
<b>Service Standards</b>
49. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
50. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
51. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
52. Gives all customers their full attention and treats them with dignity, respect and understanding.
53. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
54. Safeguards patient confidentiality in all forms of communication.
55. Works effectively with others toward achieving common goals including morale and teamwork.
56. Interacts compassionately and in a timely manner with all customers.
<b>Equipment – Demonstrate Safe and Effective Use</b>
57. Maintains competency in medical equipment utilized during the perioperative phase including knowledge of equipment types, use and troubleshooting

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Surgical Technician

Department: Nursing/Patient Care Services

### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – CORT
- Knowledge of state, federal, JCAHO regulations
- Medical terminology
- Knowledge of specialty Equipment – OR instrumentation

### EXPERIENCE

- One year acute care hospital experience
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### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PC test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 1 hour(s) per day
- Sit for 8 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 3 Balancing
- 2 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 20 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 3 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gowns
2. Gloves
3. Goggles
4. Mask
5. Shield

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

\_\_\_\_\_  
Date