

M A R Q U E T T E G E N E R A L H O S P I T A L

J O B D E S C R I P T I O N

POSITION: Surg. Ctr. Surgical Tech DEPARTMENT: UP Surgery Center 6630
SUPERVISED BY: Dir, UP Surgery Center SUPERVISES: None
EFFECTIVE DATE: 12/31/99 JCC: 662
REVIEW DATE: _____ REVISED DATE: _____
PREPARED BY: Sally Achatz TITLE: Dir, UP Surgery Center
RECOMMENDED BY: Karen MacLachlan TITLE: Assistant Administrator
APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

MAIN FUNCTION

Responsible for performing the duties of a scrub technician and assists in the operative procedure by preparation of equipment and supplies.

DUTIES AND RESPONSIBILITIES

1. Functions as a scrub technician in the Operating Room.
2. Assists with gowning and gloving other members of the surgical team.
3. Assists with the preparation of the Operating Room for surgical procedures.
4. Assists with skin preparations and with draping of patients.
5. Assists with care, preparation, maintenance and after-care of sterile and unsterile supplies and equipment.
6. Knows and practices the principles and techniques of sterile technique.
7. Handles specimens in accordance with procedures.
8. Removes drapes at end of procedure, cleanses the patient of prep solution and applies dressing as needed.
9. Cleans instruments and equipment after use and returns it to proper area for storage or processing.
10. Respects patient's right to privacy, dignity and confidentiality.
11. Differentiates sterilization methods required for specific instruments and equipment.
12. Participates in quarterly inventory count.
13. Participates as delegated in various committee functions.

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14. Assists with housekeeping duties as necessary to provide a safe environment.
15. Participates in sponge, instrument and needle count with the circulating nurse as deemed necessary.
16. Demonstrates ability to understand and use autoclaves, sonic cleaner and rinser/dryer.
17. Participates in departmental conferences, orientation of new personnel and inservice programs as assigned.
18. Assists with stocking, replenishing and preparation of supplies.
19. Updates knowledge in surgical techniques and related nursing care.
20. Recognizes legal and policy limits of individual responsibility.
21. Performs all other duties assigned by supervisor.
22. Participates in the Quality Improvement process and activities including the areas of Safety, Infection Control, Patient Education/Teaching, Documentation, Adherence To Guidelines For Cleaning/Decontamination Of The Center, Adherence To Guide-lines For Sterilization Of Instruments And Supplies, Patient Satisfaction, Physician Satisfaction, Compliance With OSHA Standards, and Risk Management.

WORKING CONDITIONS (PHYSICAL)

1. Standing and/or walking a considerable amount of duty time.
2. Pushing, pulling, lifting and positioning light to heavy equipment and patients.

WORKING CONDITIONS (ENVIRONMENTAL)

1. Works in well-lighted and ventilated area with complicated equipment, some of which is hazardous in nature.
2. May be exposed to patients who have communicable diseases. With proper techniques, this risk should be minimized.

EMPLOYMENT VARIABLES

1. Variable between 0630 and the time the last patient leaves on regular workdays, depending upon assigned area.
2. Subject to change according to administrative decision.
3. Staff is expected to leave when work is completed.
4. The Surgery Center will not be open on major holidays.

QUALIFICATIONS

1. High school graduate or GED required.
2. Successful completion of Operating Room Technician course or prior Operating Room Technician experience.
3. CPR certification.
4. Prefer two years satisfactory previous employment.

JOB KNOWLEDGE

1. Knowledge in fundamentals of anatomy, physiology, microbiology, sterilization procedures, aseptic techniques, and maintenance and care of equipment.
2. Basic knowledge of surgical procedures, needs and steps in use of materials.