

M A R Q U E T T E G E N E R A L H E A L T H S Y S T E M

JOB DESCRIPTION

POSITION: Surgical Technician DEPARTMENT: Family Birthing Center
(6460) 3320

SUPERVISED BY: Clinical Dir/Clinical Mgr SUPERVISES: None

EFFECTIVE DATE: January 2010 JCC: 0126

REVIEW DATE: _____ REVISED DATE: _____

PREPARED BY: Kristen Smith *Kristen Smith* TITLE: Clinical Dir/Family Birth Ctr

RECOMMENDED BY: Dagmar Raica *Raica* TITLE: Vice President/CNO

APPROVED BY: Davis S. Smith *Smith* TITLE: Senior Director/Human Res.

POSITION SUMMARY:

Prepares materials using a septic surgical technique for use during c-sections and assists the physician in the use of these materials. Provides indirect patient care under the direction of the Clinical Director/Clinical Manager or designee.

POSITION ACCOUNTABILITIES/COMPETENCIES:**

Meets Does
 Not
 Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Competent to act as first scrub and assists in his/her assigned specialty. (1,2,3,4,5)
- 5. Updates surgeon preference cards as changes occur. (2,5)

- 6. Cleans special instrument trays in preparation for autoclaving as needed. Assists with setting up trays for surgical procedures and putting away at the end of the procedure or end of the day. (2,3,5,8)
- 7. Communicates with and assists other members of the health care team. Communicates instrument/supply needs to manager/specialty manager. (2,5)
- 8. Performs patient care tasks including, but not limited to; answering lights, delivery and collecting meal trays, passing refreshments, linen changing, setting up, cleaning after and assisting with procedures as directed, feeding and comforting patients based upon the developmental level of the patient. (1,3,5,8)
- 9. Cleans patient rooms as needed; post delivery, discharge etc. following unit protocol. Disinfects shower and tubs. (1,3,5,8)
- 10. Assists with care and maintenance of department equipment and supplies. Communicates need to order medications floor, stock items, and other supplies as needed to maintain adequate inventories. (5)
- 11. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 12. Participates and attends meetings and inservices as required and/or assigned. (5)
- 13. Performs other related duties as assigned or requested. (5)

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria

POSITION QUALIFICATIONS:

Minimum Education:

- Completion of a certified surgical technology program

Preferred Skills:

- Sterile technique
- Basic instrumentation
- Medical terminology

Physical Demands:

- Moderate physical effort (lift/carry up to 25 lbs.)
- Prolonged, extensive or considerable standing/walking
- Assists with lifting and moving patients
- Lifts supplies/equipment
- Manual dexterity and mobility

Working Conditions:

- Exposed to infection from disease-bearing specimens
- May be exposed to infections and contagious diseases
- Exposed to hazards of handling diseased organs and tissues
- Regularly exposed to the risk of bloodborne diseases
- Exposed to hazardous anesthetic agents, body fluids and wastes
- Subject to electrical and radiant energy hazards
- Occasionally exposed to radiation hazards
- Exposed to hazards from electrical/mechanical/power equipment
- Exposed to a variety of electro-mechanical hazards
- Exposed to odorous chemicals and specimens
- Exposed to housekeeping/cleaning agents/chemicals
- May be exposed to toxic chemicals
- Subject to cuts from microtome knives
- Subject to burns and cuts
- Occasional exposure to unpleasant patient or unit elements
- Contact with patients under wide variety of circumstances
- May be exposed to/occasionally exposed to patient elements
- Exposed to unpleasant elements (accidents, injuries and illness)
- Subject to varying and unpredictable situations
- Handles emergency or crisis situations
- May perform emergency care
- Occasionally subjected to long irregular hours
- Requires judgment/action which could result in death of patient

Required Protective Equipment:

- Eye protection
- Face protection
- Gown
- Mask
- Sterile medical gloves

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. (6460) 3320_0126