

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 S

JOB DESCRIPTION

POSITION: Surgical Technician DEPARTMENT: Operating Room (6600)
 SUPERVISED BY: Dir, Operating Room SUPERVISES: None
 EFFECTIVE DATE: July 1, 1993 JCC: 126
 REVIEW DATE: 7/94; 6/95; 3/98; 2/99 REVISED DATE: 7/94; 6/95; 3/98; 2/99
11/99; 2/03; 12/06 11/99; 2/03; 12/06
 PREPARED BY: Nancy Fierstine *NF* TITLE: Dir, Operating Room
 RECOMMENDED BY: Dennis Boe *DB* TITLE: Assistant Administrator
 APPROVED BY: Al Hendra *AH* TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Prepares materials using aseptic surgical technique for use at the operating table and assists the surgeon in the use of these materials.

POSITION ACCOUNTABILITIES/COMPETENCIES**:

Does
Meets 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. Plans and provides care for all surgical patients from neonatal to geriatric age including the patient's support system as necessary.
- 5. Competent to act as first scrub and assists in his/her assigned specialty.
- 6. Competent to act as first scrub for most call cases. Takes weekday call alone and weekend call with a Senior Surgical Technician.
- 7. Obtains and readies the required supplies/equipment for procedures and puts away same at the end of the procedure or the end of the day. (2,3,5,8)

- 8. Communicates changes in surgeon preference cards in a timely manner.
- 9. Assists with cleaning operating rooms after surgery in preparation for the following case as necessary. (5,8)
- 10. Communicates instrument/supply needs to manager/specialty manager. (5,6)
- 11. Assists in maintaining stock inventory in the sterile cupboards in the central core, storeroom and room supply carts. (5,6)
- 12. Cleans special instrument trays in preparation for autoclaving as needed. (5,6)
- 13. Assists with setting up trays for surgical procedures. (5,6)
- 14. Teaches and evaluates Surgical Technology students in his/her specialty.
- 15. Works toward acquiring Senior Technician competencies as desired.
- 16. Performs other related duties as assigned or requested.

*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. 6600_126.doc