



Job Description

Job Title: Surgical Technologist
Department: Surgical Services
Reports To: Manager of Surgical Services
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 04/2015
Approved By: Director of Surgical Services
Approved Date: 04/2015
Revised Date: 08/09/2023

SUMMARY

The Surgical Technician is responsible for rendering technical skilled care to patients during operative procedures under the direction of the registered Nurse; preparing for surgical procedures; cleaning and turning over instruments, equipment and rooms for surgery; assists in evaluating the patient plan of care within the operating room environment, contributes to overall unit efficiency, safety, workflow, and utilization.

The Surgical Technician must exhibit an awareness and understanding of positive ethical and moral principles consistent with the mission, vision and values of Bigfork Valley.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Render technical skilled care to patient during operative procedures.

Identifies patient by name and checks chart and identification band upon arrival of patient to OR in the absence of assigned Registered Nurse.

Identifies self to patient and role.

Observes patient's level of consciousness and reduces anxiety by professional and calm behavior and respecting the patient's dignity and right to privacy.

Maintains comfort and safety of the patient throughout the procedure.

Assists in proper transfer, position, strapping and body alignment of patient on the OR table. Observes proper and careful prepping, draping, and placement of cautery ground and maintains quiet during induction of anesthesia.

Counts sponges, needles with the Circulating Nurse as appropriate.

Demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his/her assigned area.

The individual must demonstrate knowledge of the principles of growth and development over the life span, and possess the ability to assess data reflective of the patient's status, and interpret the appropriate information needed to identify each patient's requirements relative to his/her age specific needs, and to provide the care needed as described in the area's/department's policies and procedures.

Preparing for surgical procedures, cleaning and turning over rooms for surgery; performs other duties as requested.

Assists in selection and set-up of supplies, instruments and equipment for surgical procedures with Surgical Nurse.

Notes changes in procedures, supplies or instruments requested by Physicians and helps Nurses keep surgical procedure lists updated.

Contributes to new staff orientation and to students learning by serving as a resource person, building self confidence in others by teaching and offering positive reinforcement.

Assists the Surgeon; anticipates the needs of the Surgeon and makes available sponges, instruments, sutures, medications and solutions as required for each case, maintaining sterile technique.

Inspects and reports malfunction of equipment or instruments and removes them from general use and reports to the Director of Surgical Services for maintenance and repair immediately.

Reports to Director of Surgical Services any problems or complications encountered during surgical procedures immediately.

Assumes responsibility for self update of knowledge equipment and technical skills.

Recognizes that employment is offered based on compliance with work schedules, which are the responsibility of the employee to follow.

Maintains attendance standards by complying with Human Resources Policy.

Demonstrates punctuality by being ready and available for work at start of assigned shift and in accordance with departmental policy.

Works scheduled hours in accordance with departmental lunch/break time.

Performs duties and responsibilities in a supportive and caring fashion.

Demonstrates total respect for Hospital, its policies and procedures when dealing with the public.

Maintains professional standards at all times while on duty.

Responsible for following safe and healthful work practices.

Complies with Hospital wide and department specific safety and health standards, rules, and regulations.

Reports unsafe/unhealthy practices and conditions immediately to the appropriate Supervisor for corrective action.

Reports all accidents, near accidents, injuries work-related illnesses, special occurrences, and other emergencies that the employee is involved in immediately to the appropriate Supervisor.

Completes the initial mandatory Mantoux screening.

Complete mandatory annual educational program.

All other duties assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Adaptability - Manages competing demands; changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual be able and willing to travel for meetings.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION AND/OR EXPERIENCE

High school graduate or equivalent. Graduation from an accredited school of Surgical Technology or previous surgical technology experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram, or schedule form. Possesses good interpersonal communication skills.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, Microsoft Excel and Microsoft Word.

CERTIFICATES, LICENSES, REGISTRATIONS

CST (Certified Surgical Technologist) preferred. CPR/BLS Certification required.

OTHER SKILLS AND ABILITIES

Ability to work harmoniously with professional and technical staff and Physicians. To communicate verbally and listen to the needs of the patient, the Surgeon, and professional staff within the operating room, or clinic setting. Ability to plan, organize and remain attentive throughout surgical procedures; ability to work with and learn to operate technical equipment; to work under stress/pressure; to maintain accurate records/reports; to participate in orientation of new personnel and teaching of students; to see, hear, stand, sit, walk, bend, talk in English. Able to take call as required by patient care and staffing needs.

Maintains confidentiality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to toxic or caustic chemicals, and blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and risk of radiation. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date