

<p>Ocala Orthopaedic Surgery Center</p> <p>Job Description</p>	Job Title:	Surgical Technologist - Operating Room
	Reports To:	Center Leader / Charge Nurse
	FLSA Status:	Non-Exempt
	Date Revised:	January 2017

POSITION SUMMARY:

Responsible for rendering professional care to patients undergoing surgical procedures within the Center, in accordance with established procedures. Functions cooperatively with physicians and staff exhibiting teamwork characteristics. May be responsible for ensuring proper care and use of surgical instruments. May transport patients to and from operating room or procedure room. Assists with cleanliness of procedure room area and assists with procedure room turnover.

QUALIFICATIONS:

- High school Diploma or equivalent
- Graduate of an approved operating room technical program (*preferred*)
- Certification per state requirements
- BLS certification
- One (1) year experience as a surgical technologist (*preferred*)
- Membership in CST association (*preferred*)
- Able to read, write, and communicate in English

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates knowledge of and adheres to the Code of Conduct
- Complies with center policies and procedures
- Demonstrates an attitude that is caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant
- Provides a safe environment for the patient
- Communicates safety concerns appropriately, following Chain of Command
- Legibly documents when appropriate based on Center policy/procedure
- Promotes patient and physician satisfaction
- Uses proper cleaning and sterilization techniques as specific in the policy and procedures and per manufacturer's instructions for use
- Practices appropriate aseptic techniques and sterile processes
- Wears appropriate Personal Protected Equipment (PPE)
- Observes universal precautions
- Refers situations beyond ability or function to proper person
- Attends all required education
- Regular and predictable attendance
- Performs other related duties, as assigned or requested

Operating Room

- Assists with the utilization of protective padding specific to patient's skin integrity status and position for surgery or procedures
- Maintains anesthetized patient's proper body alignment as determined by procedure
- Plans for proposed surgical intervention by selecting appropriate equipment and supplies following physician preference
- Assists RN in the performance of duties assigned per Center policy/procedure

- Provides input to the circulating nurse in the identification of patient problems
- Performs item count to include, but not limited to, sponges, sharps and instruments, pre, intra, and post operatively, per policy and procedures
- Ensures availability of appropriate supplies and equipment intra-operatively, i.e., ground pads, etc.
- Labels medications on the sterile field per Center policy/procedure
- Initiates corrective action for breaks in aseptic technique
- Handles tissue specimens correctly and accurately according to policy and procedures
- Follows standards for sharps safety according to facility policy and procedure
- Follows standard for electrosurgical safety according to facility policy and procedure
- Utilizes supplies in a cost-effective manner
- Takes appropriate corrective action if item count is not acceptable (inform surgeon, circulating nurse, and Center Leader)
- Follows standards for disposal of biohazard waste according to Center policy and procedure
- Identifies, sequesters, and reports malfunctioning equipment to the Registered Nurse/Center Leader
- Operates specialty equipment per manufacturer's recommendation for use and/or policy and procedure
- Assists with the orientation of new personnel
- Actively participates in Quality Assurance and Performance Improvement (QAPI) activities
- Assists in policy and procedure review and updates (as required)
- Enhances professional growth and development through participation in educational programs, current literature, and in service meetings
- Actively participates in the time out

Teamwork

- Works collaboratively with healthcare team
- Exhibits high level of integrity
- Maintains flexibility and performs other duties as required
- Participates in staff meetings, in-services, and continuing education as required

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages.

LANGUAGE SKILLS:

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret manufacturer's instructions or instructions for use. Ability to effectively present information, respond to questions, and professionally interact with managers, employees, clients, vendors, and the general public.

REASONING ABILITY:

- Exhibits mental alertness for quality decision making and exercising good judgment
- Ability to multi-task effectively, efficiently, accurately, and with attention to details
- Ability to use initiative, insight, and judgment in decision-making
- Ability to effectively present information, respond to questions, and professionally interact with managers, co-workers, patients, and the general public
- Ability to interpret a variety of instructions in a variety of forms
- Ability to recognize issues and communicate to Registered Nurse/Center Leader

PHYSICAL DEMANDS:

- Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
- Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight

- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without "giving out" or fatiguing
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials, lift or transport patients, prepare medical procedure rooms, or set up patient care equipment
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to keep or regain your body balance or stay upright
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
- Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

- Days and hours of work may vary to meet patient and center needs
- The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs or procedure requirements, such as laser rooms and some OR/Procedure rooms
- Ability to work with medical and office equipment, some of which will have moving parts
- Noise level is usually quiet to moderate
- May have exposure to blood and other potentially infectious body fluids and materials or toxic chemicals and cleaning solutions
- Procedure rooms are often small and due to equipment may have little room to work around and may necessitate reaching, pulling, pushing
- Works in close proximity to patients and co-workers

I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center's policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.

Employee Name (please print): _____
Employee Signature: _____
Date: _____
Supervisor Signature: _____
Date: _____

This document will be placed in the employee's Human Resource file.