



JOB DESCRIPTION

JOB TITLE: Certified Surgical Technologist
DEPARTMENT: Operating Room
IMMEDIATE SUPERVISOR: Operating Room Charge Nurse
DATE: August 14, 2013
FLSA STATUS: Non-exempt

JOB SUMMARY: Under direct supervision of a Registered Nurse, performs the duties of a Surgical Technologist, and assists in the operative procedure by preparation of unsterile instruments, equipment and supplies.

DUTIES/RESPONSIBILITIES:

1. Functions as a Surgical Technologist in the operating room according to ESC Policies & Procedures.
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 draping of patients.
5. Assists with care, preparation, maintenance, and after-care of sterile and unsterile supplies, instruments and equipment.
6. Maintains strict adherence to sterile technique, and monitors other member of the surgical team.
7. Handles specimens in accordance with ESC Policies & Procedures.
8. Removes drapes at end of procedure, cleanses the patient of prep solution and applies dressings as instructed.
9. Cleans instruments and equipment after use and returns them to proper area for storage and processing.
10. Respects patients' right to privacy, dignity and confidentiality.
11. Differentiates sterilization methods required for specific instruments, equipment, and supplies, and demonstrates safe and accurate use and care of sterilizing equipment.
12. Participates on various committees as assigned.
13. Assists with housekeeping duties as necessary to provide clean and safe equipment.
14. Participates in sponge, instrument, and needle count with the circulating nurse per ESC Policies & Procedures.
15. Participates in departmental meetings, orientation of new personnel and inservice programs as assigned.
16. Assists with stocking, replenishing and preparation of supplies.

17. Demonstrates knowledge and skills necessary to provide care based on physical/psycho-social/cognitive/related criteria appropriate to the age of the patient.
18. Recognizes legal and policy limits of individual responsibility.
19. Participates in and complies with Performance Improvement Program.
20. Assists in updating and maintaining physician preference cards.
21. Completes annual mandatory inservices, as well as other inservices offered that are relevant to the operating room. Maintains confidential passwords for computer learning. Takes responsibility for completion of learning assignments on time.
22. Uses maximum care and caution when handling surgical equipment and instruments.
23. Responsible for conservation and control of supplies utilized.
24. Performs other duties as assigned.

SUPERVISION:

Responsible to: Direct supervision of Operating Room staff nurse
 Operating Room Charge Nurse
 Director of Operations / Facilities Administrator

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skills, knowledge, and/or abilities required. Reasonable accommodations may be made to perform essential functions.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands:

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

Environmental:

Works in a well-lighted and ventilated areas with complicated equipment, some of which is hazardous in nature. May be exposed to hazardous chemicals and/or patients who have communicable diseases.

EDUCATION AND/OR EXPERIENCE:

1. High School graduate or GED required.
2. Successful complete of Operating Room / Surgical Technologist Program.
3. Certification in Surgical Technology preferred.
4. Certification in Basic Life Support (CPR) required.

5. Two (2) years operating room experience as a Surgical Technologist preferred.

My Signature below indicates my understanding and acceptance of the responsibilities listed above and confirms that I have been offered a copy of this job description:

Employee Signature: _____ **Date:** _____

Human Resources Representative: _____ **Date:** _____