



Job Documentation

JOB TITLE: Surgical Technician-Noncertified	JOB CODE: S079
DEPARTMENT: Surgical Services	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Surgery Manager	EFFECTIVE DATE: August 2020
	REVISED ON: TBD

PRIMARY FUNTIONS

The Surgical Technical-Noncertified performs a variety of duties in the operating room. Assist the surgical team before, during and after surgical intervention including arranging sterile set up for operations. Assists in nursing care and preparation of surgical patients, assists in maintenance and care of specimens and prepares for laboratory analysis, provides appropriate instrumentation, suture and all supplies as requested and provides and maintains a sterile environment.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High School Diploma/GED required
- 1-2 years of Medical experience required
- Operation Room (OR) experience preferred

Certificates, Licensure, Registrations

- CPR/First Aide Required
- PALS/ACLS Preferred



GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions
- Communicates effectively both orally and writing
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Performs other related duties as assigned

SIGNIFICANT DUTIES

- Maintain a proper sterile field during surgical procedures
- Maintain inventory of supplies, and instruments before and after procedures
- Assist the surgical team to scrub and put on Personal Protective Equipment (PPE)
- Provide technical assistance to surgeons, surgical nurses, or anesthesiologists.
- Assist in preparing patients for surgery, including positioning patients and prevent risk of exposure
- Able to hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures, and perform other tasks as directed by surgeon during procedures
- Prepare, care for, and dispose of tissue specimens taken for laboratory analysis.
- Wash and sterilize equipment, using germicides and sterilizers
- Monitor and assess operating room conditions, including patient and surgical team needs
- Operate, assemble, adjust, or monitor sterilizers, lights, and suction machines to ensure proper operation
- Assist in preparing dressings or bandages and apply or assist with their application following surgery.
- Clean and restock operating room, gathering and placing equipment and supplies and arranging instruments according to instructions
- Other duties may be assigned.



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date