

**POSITION: Certified Surgical Tech**

This position has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will. Our Company Mission is "Simplifying the healthcare experience" and our Company Vision is "To lead the future of healing through innovative delivery."

**POSITION SUMMARY:**

The Certified Surgical Technologists is an allied health professional, who is an integral part of the team of medical practitioners providing surgical care to patients. The Certified Surgical Technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. The Certified Surgical Technologist shall possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

**POSITION'S ESSENTIAL RESPONSIBILITIES:**

- The Certified Surgical Technologist handles the instruments, supplies, and equipment necessary during the surgical procedure.
- Understands the procedure being performed and anticipates the needs of the surgeon.
- Knowledge and ability to ensure quality patient care during the operative. procedure and is constantly on vigil for maintenance of the sterile field. Duties are as follows:

**STERILE PROCESSING DUTIES:**

- Decontaminates and sterilizes instruments, medical supplies, and equipment, and assemblies, wraps, and sterilizes trays of instruments.
- Follows proper Standard Precautions while in decontamination and sterilization areas.
- Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
- Sort mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.
- Restocks, labels, and maintains inventory, submits requisitions, collects, and distributes instruments, trays, crash carts, and facility medical equipment.
- Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
- Verifies that equipment functions properly, requisitions for equipment maintenance, repair, or replacement, and removes defective equipment.
- Maintains a clean work area.
- Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.

**SURGICAL TECHNOLOGIST DUTIES:**

- Checks supplies and equipment needed for surgical procedure.
- Sets up sterile table with instruments, supplies, equipment, and medications/solutions needed for procedure.
- Performs appropriate counts with circulator prior to the operation and before incision is closed.

- Helps in draping sterile field.
- Passes instruments, etc., to surgeon during procedure.
- Maintains highest standard of sterile technique during procedure.
- Prepares sterile dressings.
- Cleans and prepares instruments for terminal sterilization.
- Assists other members of team with terminal cleaning of room.
- Assists in prepping room for the next patient.
- All other duties as assigned.

**OTHER RESPONSIBILITIES:**

- Completes required orientation as directed by facility.
- Follows facility and OSHA safety rules and procedures while on assignment.
- Respects cultural and religious practices of patients.
- Upholds HIPAA regulations.
- Punctual and dependent for assigned/confirmed shifts.
- Current and active CPR certification.

**POSITION REQUIREMENTS:**

- Has the ability to remain calm, even under the most stressful of situations.
- Ability to handle confidential information in a discreet, professional manner.
- Must be detail-orientated; accuracy is imperative.
- Ability to meet deadlines; customer focused.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Ability to process and follow-up on rush items.
- Ability to be an effective team member and display initiative.
- Ability to process and follow-up on rush items.
- Ability to multi-task in a fast-paced environment.
- Patient Compassion.
- Excellent Customer Service Standards

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- 3 Years' experience as a Surgical Technologist Preferred, or equivalent Military training.
- Two (2) years of experience as a surgical technologist and/or has demonstrated competency in two (2) or more specialty areas.
- Demonstrates knowledge and practice of perioperative patient care concepts.
- Certified Surgical Technologist Required.

**WORKING CONDITIONS:**

While performing the duties of this job the employee is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools, or controls; and to reach with hands and arms. A great deal of time will be spent sitting in front of a computer screen, as a result, eyestrain and backaches are common. A great deal of stress is also associated with this position is the possibility of being expose to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions. As a result, employees must take extra care not to become ill themselves. Most people in this career field work irregular hours that can include weekends, holidays, and overnight shifts.

**PHYSICAL DEMANDS:**

- Ability to lift twenty (20) pounds.
- Ability to stand for extended periods.
- Fine motor skills.
- Visual acuity.

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 stand and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 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. The overall physical demand rating for a job of the position falls within the **Medium** classification (exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work) according to the Dictionary of Occupational Titles.

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

#### PHYSICAL DEMANDS:

Stand	F
Walk	F
Sit	O
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	C

#### LIFT/CARRY:

10 lbs or less	O
11-20 lbs	O
21-50 lbs	
51-100 lbs	O
Over 100 lbs	O

#### PUSH/PULL:

12 lbs or less	
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O
	O

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.