



**Position Title:** Surgical Technologist

**Supervisor:** Executive Director  
**Supervises:** None

Effective: 3/2007

Updated: 4/2021, 4/2022 (added internship)

Job Summary:

The Surgical Technologist, under minimum supervision, performs a variety of duties in the department as a member of the surgical team. Must have the ability to scrub on all cases performed at the Center. Responsible for the set-up and maintenance of sterile field. Assists with the opening of the supplies/equipment for surgical cases.

Key Areas of Responsibility:

1. Set-up required operative fields, arranging instrumentation, equipment and supplies on the mayo and back table(s) as appropriate for the assigned case according to the Surgery Center's policy and the surgeon's preference card.
2. Prepares for the next day's scheduled procedures, as assigned, by pulling cases, by using surgeon's preference cards to assure that all necessary supplies, instruments and equipment are available. Labels cases and prepares "needs list" accurately.
3. Anticipate the needs of the surgeon and other members of the surgical team.
4. Handle specimens appropriately, per Center policies and procedures.
5. Demonstrates care of delicate instrumentation by proper handling and storage of instruments used on assigned cases.
6. Prepare clean and contaminated instruments and supplies utilized in the surgical suite for transport, and transport these instruments and supplies to Decontam for processing and sterilization.
7. Ability to assist, when necessary, in the disinfecting, cleaning and preparation for sterilization, any instruments, equipment and supplies utilized at the Center.
8. Assist in Center suite maintenance including case preparation, turn-over and terminal cleaning.
9. Assist with inventory control and stocking of supplies.

Professional Responsibilities:

1. Fosters a positive and professional environment by interacting with all persons in a considerate, helpful and courteous manner.
2. Maintains confidentiality of all Center and patient information as required by Center policy.
3. Displays a caring and responsive attitude and conducts all activities respecting patient, family and employee rights and expectations.
4. Attends and participates in all applicable training and development workshops scheduled by the Center.

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6. Maintains and displays appropriate knowledge of professional development through printed material or other sources.
7. Attends professional training seminars, when appropriate for job development, and shares information with other staff members.
8. Assists in the orientation of new personnel.
9. Acts as a resource person to other members of the staff.
10. Participates in the Quality Improvement Program activities including identification of opportunities for cost reductions and efficiencies.
11. Works to achieve and maintain regulatory certification and accreditation of the Center.
12. Maintains dress and appearance according to the Center dress code.
13. Diffuses/resolves conflict by appropriately communicating with those involved.
14. Accepts constructive criticism and gives suggestions in a professional manner.
15. Maintains all required registration and certification.

Knowledge, Skills And Abilities:

1. Ability to demonstrate appropriate sterile and aseptic technique.
2. Ability to perform scrub technologist functions according to AORN Recommended Practices and Center Policies and Procedures.
3. Ability to manage the operative field during the surgical procedure in a manner that assures maintenance of the sterile field.
4. Knowledge of, and ability to, disinfect, clean and prepare for sterilization, any instruments, equipment, and supplies utilized at the Surgery Center.
5. Ability to operate equipment used in processing, instrumentation, such as ultrasonic cleaner, washer-disinfector, Steris and autoclave, using the appropriate settings.
6. Ability to prioritize and have excellent organizational skills with attention to detail.
7. Ability to work effectively in stressful situations.
8. Ability to work with minimal supervision.
9. Ability to work with others within a team environment.
10. Demonstrated interpersonal communication skills in order to facilitate effective interaction with a variety of health care professionals and personnel.
11. Ability to work with minimal supervision and have the capability to organize and prioritize work.
12. Prior knowledge of surgical instrumentation and peri-operative equipment. Ability to flex work hours as needed and/or requested by management.

Internships

1. Students will work under the supervision of a graduate surgical technician during all surgical procedures.

2. The student will be trained in all aspects of the surgical technician job.

Education and Experience:

1. Graduate of an accredited training program, certification (CST) preferred.
2. Will train recent graduates, experience of 2yrs preferred or ASC experience
3. Successful completion of BLS within 6 months of hire.
4. Internships – Students will be enrolled in an accredited program when hired for internship

Working Conditions:

1. Good visual and hearing acuity.
2. Ability to lift/transfer patients in excess of 100 pounds, which may require pushing, pulling, and utilizing a full range of body movements. Ability to stand walk, stoop, kneel, crouch and/or crawl.
3. Manual dexterity to operate equipment and handle instrumentation.
4. Ability to withstand prolonged periods of standing and walking.
5. Periodic exposure to possible injury when lifting requires proper body mechanics and adherence to safety procedures.
6. Must be willing to travel between satellite location, work flexible days and hours as needed, including evenings.

Based on the OSHA guidelines for protection against occupational exposure to Hepatitis and HIV, this position is described as Category I. This means that this position has exposure to blood and body fluids. Policies are in place for Universal Precautions identifying risks and appropriate barrier protection.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Board. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

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Employee Signature

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Date

Surgery center / job description / job summary / Surgical Technologist