



JOB DESCRIPTION

Position Title: Surgical Technician/Sterile Processing Technician
Department: Nursing Services
Reports To: Surgery Department Manager
Date Revised: 05.22.2015
Date Reviewed: 05.22.2015

DESCRIPTION OF POSITION

The Surgical Technician performs any combination of the following tasks before, during, and after surgery to assist the surgical team. Assists team members to place and position patient on table. Assists the surgical team during the operative phase by performing a variety of technical duties including passing instruments to the surgeon, holding retractors, cutting suture, and other tasks as directed by the surgeon. Puts dressings on patient following surgery. Counts sponges, needles, and instruments with RN before and after operation. Responsible for operating autoclaves and other equipment to clean, decontaminate, and sterilize instruments and equipment. Also responsible for inspecting and assembling instruments, packs, and trays. Stores prepared articles and supplies in designated areas. Returns processed supplies back to designated departments.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- High school diploma or GED
- Graduate from accredited Surgical Technician program or recognized course of training as a scrub tech preferred
- Current National Certification as a Surgical Technologist
- RNs and LPNs performing this job must meet criteria specified in the RN/LPN job qualifications
- Previous experience in central supply preferred
- BLS Certification

REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal Compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs; proper telephone etiquette and appropriate personal interaction; shows professional respect and courtesy to patients, families, physicians or colleagues; must be able to work well with others.

ESSENTIAL JOB FUNCTIONS

1. Work under the supervision of the surgery registered nurse.
2. Helps prepare the OR for the first case of the day by wiping down room with disinfectant.
3. Arrange and inventory sterile set-up for operations and assists as needed during an operation.
4. Assists physician in draping patient to provide a sterile operative field.
5. Passes instruments, suture and retracts, and keeps an orderly field in which to work.
6. Responsible for sponge, needle, and instrument count with RN.
7. Is aware of sterile technique and brings any break in technique to the physician's attention.
8. Cleans operative site, removes drapes, cleans and dries patient and applies sterile dressings.
9. Assists in transfer of patient from OR table.
10. Cleans, disinfects and sterilizes instruments following the operation.
11. Assists with clean up and room turn over.
12. Prepares for the following day's cases by collecting supplies necessary for procedure.
13. Assists in keeping physician's preference cards up-to-date.
14. Responsible for checking outdated supplies and returning them to CS.
15. Assists in checking surgical supplies and restocking as necessary.
16. Must be available to take "on call" as scheduled.
17. Participates in safety initiatives.
18. Responsible for other duties as assigned by RN or supervisor.

Central Supply Responsibilities:

19. Responsible for the coordination, assembly, and distribution of supplies, equipment, and instruments for surgical procedures.

20. Responsible for the proper care and repair of equipment and instruments.
21. Ensures that aseptic techniques are employed in preparing and handling sterilizing linens, dressings, instruments, and other items.
22. Responsible for the proper care and repair of equipment and instruments.
23. Assists in rotation of stock and restocking inventory.
24. Assists with orientation of new personnel.
25. Responsible for keeping records and monitoring quality control.
26. Responsible for operating a variety of sterilization equipment.
27. Responsible for cleaning and maintaining department equipment.
28. Assists with clerical work required of central supply.
29. Responsible for returning all supplies to hospital departments after sterilization.
30. Checks for outdated supplies.
31. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

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| | Never (0%) | Seldom (1%-10%) | Occasionally (11%-33%) | Frequently (34%-66%) | Continuously (67%-100%) |
|------------------------------|---------------|--------------------|---------------------------|-------------------------|----------------------------|
| Sitting | | | X | | |
| Standing | | | | X | |
| Walking | | | | X | |
| Bending/ Stooping | | | X | | |
| Crawling | | X | | | |
| Twisting | | | X | | |
| Squatting/ Kneeling | | X | | | |
| Climbing (Stairs/Ladders) | | X | | | |
| Lifting 16-20 lbs. | | | | X | |
| Carrying 20-25 lbs. | | | | X | |