

Department: Job Description

Subject Surgical Technologist Level I

Revision Dates:

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**Position Summary**

Under moderate supervision, assists surgeon by preparing, maintaining and anticipating instrument and procedural needs; implements and adheres to all policies and procedures of the facility.

Accountable to: Director of Clinical Services

Job Classification: Non-exempt

OSHA Task Category: Category I. Direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is made available and must be worn.

**Qualifications:**

1. Graduate of operating room technician program or military operating room training and/or minimum of 2 years varied operating room scrubbing experience, preferably with orthopedic experience and ambulatory surgery experience.
2. Current CPR certification.
3. National board certification preferred.
4. If LVN, must be graduate of an accredited school of nursing and possess current California LVN license.
5. Full command of the English language, both written and verbal.

**Physical Demands:**

1. The physical demands described here are representatives 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.
2. May be expected to lift up to 50 pounds or up to 150 pounds with assistance.
3. May be expected to push or pull 150-300 pounds with assistance.
4. Work is of medium demand; walking or standing most of the time while on duty.
5. Visual and auditory acuity and manual dexterity essential to performing designated duties required. Optimal auditory acuity required.
6. Manual dexterity involving the handling of equipment and instruments or armamentarium is essential to performing assigned duties.
7. Physical conditions are clean, neat and well-lit.
8. May be subjected to unpleasant sights and odors, stressful situations and hazardous or infectious agents where judgment as to precautions needed to be taken is essential.
9. Climate control and ambient temperature variances may be experienced and required by patient care and needs of the surgical team.
10. Exposure to limited amounts of radiation, hazardous chemicals or substances and infectious disease processes are a possibility.
11. Hours of duty may be irregular or unexpectedly extended due to the requirements of the daily surgical schedule.
12. Frequently is required to walk.
13. The employee is frequently required to stand or reach with hands and arms.

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**Interpersonal Skills:**

1. Ensures and participates in optimal teamwork within the OR through flexibility and adaptability to changing situations.
2. Exhibits and exercises an awareness of own legal responsibilities in delivering patient care.
3. Must use comprehensive judgment in making decisions related to channeling of communications.
4. Must be adaptable to a broad spectrum of personality characteristics.
5. Functions as a role model and resource person.

**Responsibilities:**

1. Assists the surgeon in performing the surgical procedure, anticipating the surgeon's instrument and procedural needs.
2. Prepares for surgical cases by providing the proper instrumentation, supplies, equipment and sutures. *Assist with mixing of medications requested for use on the surgical field, properly labeling all medications and solutions on the sterile field.*
3. Maintains asepsis during all phases of the procedure(s).
4. Assists the OR RN in preparation and maintenance of the operating room prior to, during and following the surgical procedure.
5. Assists in accounting for all sponges, needle, and instruments used during a surgical procedure with the circulating nurse.
6. May assist in assessing, ordering and maintaining inventory supplies.
7. Communicates appropriate information to surgeons, nurses and anesthesiologist concerning patient care, *relating to site and implant verification.*
8. Safely carries out physician's orders accurately and promptly.
9. *Understands and uses instrumentation/equipment properly, considering the maintenance, safety, and availability.* Provides necessary material, supplies, instruments and equipment in good working order for the completion of the surgical procedure.
10. Keeps nurse in charge apprised of unusual occurrences, room activity.
11. Recognizes and responds appropriately to crisis situations during the perioperative phase, seeking assistance as needed.
12. Maintains and updates surgeon's preference cards.
13. Participates in quality improvement monitoring.
14. Complies with cost containment practices.
15. Attends and participates in inservice programs and staff meetings.
16. Observes all safety precautions and complies with all health and safety rules and procedures of the facility.
17. Performs other duties as assigned.

**COAST Surgery Center**  
POLICIES & PROCEDURES

Date: 8/2004

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Signature of Employee

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Date

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Signature of Director of Clinical Services

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Date

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Signature of Administrator

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Date

OR Tech/5/98, 8-04