

<b>Job Title:</b>	<b>Surgical Technician/ER Technician/ER and OR 1st Assist/Central Supply</b>	<b>Department:</b>	Nursing Service
<b>Position Type:</b>	Full Time	<b>Job Category:</b>	Non-exempt
<b>Supervisor Title:</b>	Director of Patient Care and ER/OR Coordinator	<b>Dress Code Requirements:</b>	Scrubs, closed toe shoes. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
<b>Created Date:</b>	January 2015	<b>Last Updated:</b>	April 2016
<b>Educational Requirements or Preferences:</b>	Must have an Associate degree from an approved school of Surgical Technology preferred; LPN education preparation accepted. Current employees in the position prior to the requirements are grandfathered.	<b>Credentials Required or Preferred:</b>	Surgical Technologists must be registered on the ND Board of Nursing Unlicensed Assistive Persons Registry, and must be certified as a Certified Surgical Technologist according to the NDBON.
<b>Shift:</b>	Monday through Friday	<b>Hours/Call:</b>	7:00 a.m. to 3:30 p.m. This may vary depending on workload.
<b>Travel Required:</b> (Driver's License Required)	N/A	<b>Equipment Knowledge:</b>	Computer, basic ER and OR equipment, surgical instruments
<b>Knowledge/Skills/Abilities/Experience Required or Preferred:</b>			
<p>Must have a working knowledge of basic clinical skills in delivery of patient care. Previous training or experience in an Operating Room and Central Supply is preferred. Must exhibit a cooperative work attitude toward co-employees, management, patients, visitors, and physicians. Able to promote favorable facility image with physicians, patients, insurance companies, and general public. Must have the ability to make decisions and solve problems. Must be able to make occasional judgments and respond to disasters or emergencies, actual events, or drills. Good communication skills are necessary because of the constant communication, both oral and written, with patients, families, visitors, and medical center staff. Accountable for own conduct and promotes and supports positive working relationships among staff, between other disciplines, departments, families, visitors and patients. Maintains confidentiality.</p>			
<b>Job Description</b>			
<p>The Surgical Technician/ER Technician works under the supervision of the physician and/or RN. Scrubs and assists in the OR/ER and is responsible for the cleaning and sterilizing of instruments and supplies for the hospital. The Surgical Technician/ER Technician is also responsible for the ordering of all supplies to ensure the OR/ER is adequately equipped, cleaned and prepared for all patient care. Assists the RN, physician, and CRNA in the care of patients. Is able to perform job function that ensures quality care in a safe environment.</p> <p><b>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Works in cooperation with and promotes positive relationships with coworkers, patients, and their family members.</li> <li>2. In all interactions, works to build a secure, trusting environment to maintain customer privacy and confidentiality; ensures that patient is covered appropriately; never discusses private information in public areas or other places it might be overheard by unauthorized persons.</li> <li>3. Acts as the client's advocate; views care of the client as the highest priority; considers all requests for help (e.g. call lights) seriously as a potential emergency; makes sure he/she has met the client's needs before leaving; reassures clients that their needs will continue to be monitored; never makes excuses for</li> </ol>			

<b>Job Title:</b>	<b>Surgical Technician/ER Technician/ER and OR 1st Assist/Central Supply</b>	<b>Department:</b>	Nursing Service
<p>failing to address client's needs in a timely manner – apologizes for delays.</p> <ol style="list-style-type: none"> <li>4. Exhibits empathy and concern when customers voice dissatisfaction; encourages customer feedback; never takes personal offense at customer complaints, anticipates and works to minimize impact of potentially troublesome situations; offers creative alternatives to meet customer needs; does not make excuses for self or blames circumstances for problems.</li> <li>5. Assists the RN with Operating Room patients.       <ol style="list-style-type: none"> <li>a. Assists with procedures.</li> <li>b. Assists with transporting patients to other departments in the hospital.</li> <li>c. Completes request slips for other departments, i.e., for lab and x-rays.</li> <li>d. Answers the phone in a courteous manner, routes calls and works with the RN for scheduling procedures.</li> </ol> </li> <li>6. Responsible for ensuring proper care and use of surgical instruments.       <ol style="list-style-type: none"> <li>a. Confirms the instruments work properly, and sends them in for repair or replaces them as needed.</li> </ol> </li> <li>7. Sets up and assists with colonoscopies and egds. Cleans the scopes and runs Steris.       <ol style="list-style-type: none"> <li>a. Maintains functionality of steris, and keeping up with current cleaning protocol according to AORN and steris standards, and accurately documents proper testing and use of the machine.</li> </ol> </li> <li>8. Assists in Surgery. Keeps lines of communication open with RN's and physician to ensure a proper working environment for all surgical cases.       <ol style="list-style-type: none"> <li>a. Assists with circulation of OR patients.</li> <li>b. Performs specified functions to meet the requirements of each approved procedure.</li> <li>c. Assembles supplies and equipment for scheduled procedures according to physicians' preference cards.</li> <li>d. Inspects equipment for proper working condition prior to surgery.</li> <li>e. Follows principles of aseptic technique and prescribed operating/ procedure room procedures.</li> <li>f. Adheres to aseptic technique when opening sterile packages and preparing for the procedure.</li> <li>g. Arranges instruments according to given procedure.</li> <li>h. Maintains availability of instruments and supplies to avoid delays.</li> <li>i. Reports observed or suspected breaks in sterile technique and takes action according to policy.</li> <li>j. Correctly uses, cares for, cleans, and sterilizes instruments, supplies, and equipment as directed.</li> <li>k. Handles equipment and instruments correctly to provide appropriate availability and safety.</li> <li>l. Assists in maintaining adequate supplies in the operating room for immediate access during procedure.</li> <li>m. Assists in storing and stocking supplies as directed.</li> <li>n. Maintains and updates instrument cards and surgeons' preference cards.</li> <li>o. Responds in a timely manner to meet the needs of the patient and physician.</li> <li>p. Documents patient care records and other forms according to facility policies and procedures.</li> <li>q. Accurately advises others responsible for care of the patient about the patient's status.</li> </ol> </li> <li>9. Demonstrates working knowledge of sterile techniques.       <ol style="list-style-type: none"> <li>a. Assists the physician in OR as Surgical Tech.</li> </ol> </li> <li>10. Demonstrates ability to perform the role of first (1st) scrub role, and first assistant role on surgical cases.</li> <li>11. Participates actively in the surgical "Time Out" process.</li> <li>12. Prepares Operating Room for scheduled surgeries following policy.       <ol style="list-style-type: none"> <li>a. Cleans the surgical suite following policy.</li> </ol> </li> <li>13. Completes an accurate sponge, needle, and instrument count with the RN.</li> <li>14. Duties in the ER include:       <ol style="list-style-type: none"> <li>a. Assisting patients with positioning, transferring, or getting out of bed and walking when needed, and basic vital signs.</li> </ol> </li> </ol>			

<b>Job Title:</b>	<b>Surgical Technician/ER Technician/ER and OR 1st Assist/Central Supply</b>	<b>Department:</b>	Nursing Service
<p>b. ER Technician may assist the doctors with suture kits and other sterile procedures and pelvic exams.</p> <p>c. Collect specimens and take them to lab.</p> <p>d. Assist with taking patients to xray, ct, ultrasound.</p> <p>e. Assist the RNs with basic patient cares.</p> <p>f. Register patients when they come in through triage.</p> <p>g. ER Tech will note any changes in the physical or emotional state of a patient, and notifies an attending physician or ER nurse.</p> <p>h. Some duties may also include bathing, feeding, and dressing patients.</p> <p>i. Other ER duties include stocking supplies/linens, removing soiled linens from ER rooms, and cleaning/turning rooms over between patients.</p> <p>15. Adheres to OR/CSR/ER protocol and standards (i.e., personal protective equipment gowns, proper OR attire, etc.)</p> <p>16. Central Supply:</p> <p>a. Runs the autoclave, and maintains functionality of autoclave, documenting proper testing and use.</p> <p>b. Handles all linen used in ER/OR that is used for Sterile Packs.</p> <p>c. Cleans and reconditions instruments returned to Central Supply.</p> <p>d. Sterilizes all packs used in the hospital.</p> <p>e. Distributes all supplies to the proper areas. Monitors all outdates on sterile supplies and re-sterilizes and replaces on shelves in all areas.</p> <p>f. Orders and stocks supplies as needed.</p> <p><b>OTHER DUTIES</b></p> <p>1. Keeps the OR departments stocked, clean, and organized</p> <p>a. Researches new and innovative supplies and equipment.</p> <p>2. Maintains a healing environment for patients, families, physicians, and staff by:</p> <p>a. Keeping noise to a minimum.</p> <p>b. Assuring personal information regarding patients is never shared with others.</p> <p>c. Resolves conflict in an appropriate manner.</p> <p>d. Seeks to problem solve issues with other staff members, departments and leadership.</p> <p><b>ADDITIONAL NOTES</b></p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
<b>Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. CPR certification.</li> <li>2. TB screen.</li> <li>3. Must meet the attendance requirements of the position including mandatory meeting attendance.</li> <li>4. Participates on at least one committee or project per year.</li> <li>5. Completes annual mandatory training yearly.</li> <li>6. Completes required Incident Command System for Healthcare/Hospitals training.</li> <li>7. Must speak and write English clearly.</li> <li>8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation.</li> <li>9. Follows the Standard Precautions Policy.</li> </ol>		

<b>Job Title:</b>	<b>Surgical Technician/ER Technician/ER and OR 1st Assist/Central Supply</b>	<b>Department:</b>	Nursing Service
<b>Physical Capabilities:</b>	<p>Works under the following conditions: potential exposure to mechanical, chemical, electrical and infectious environmental hazards.</p> <p>This job requires lifting, bending, and standing for long periods of time. Must be able to lift a minimum of 50 lbs.</p> <p>Must be able to function in a high stress environment and take directions from the team leaders – physician, RN, and CRNA.</p>		
<b>Environmental Factors:</b>	<p>Hazards include:</p> <ol style="list-style-type: none"> <li>1. equipment;</li> <li>2. electric hazard;</li> <li>2. needles and other sharps;</li> <li>3. exposure to chemicals;</li> <li>4. exposure to body fluids;</li> <li>5. disruptive patient and/or family members.</li> </ol>		
<p>I, _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			
<b>Employee Signature</b>		<b>Date:</b>	