

<b>REPORTS TO:</b>	Surgery Manager
<b>REVISED:</b>	08/2016, 11/2017, 09/2021
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ADVANCING EXCEPTIONAL CARE by assisting the surgical team in the care of the patient in the operating room and/or endoscopy suite. Assists in preparing the room, surgical packs, and the patient for surgery. Functions as a scrub tech during surgical procedures and is under the supervision of an RN who is immediately available to physically intervene and provide care. Assists OR Charge Nurse in assuring central sterile practices meet the AMMI and AORN standards. Cleans and sterilizes instruments, supplies and equipment according to prescribed procedures and techniques. Restocks supplies and helps clean the surgical department as needed. Assists in Surgical Clinic upon request, if available.

**QUALIFICATIONS:**

**Education and/or Experience**

- Graduate of an OR Tech program or training as an OR Tech in a hospital or ambulatory surgery center
- Previous experience in a surgical department in the scrub tech role and assisting in the endoscopy suite in a hospital or ambulatory surgery center setting. Minimum of 2 years' experience preferred
- Previous experience in central sterile practices (cleans, wraps, sterilize instruments) preferred

**Certificates, Licensure, Registrations**

- Certified OR Technician (CORT) (or willing to obtain)
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Clinical Staff](#)

	<b>Essential Job Duties and Responsibilities</b>
1.	<ul style="list-style-type: none"> <li>• Provides competent patient care to the patient population identified above by obtaining and utilizing clinical/critical thinking skills in appropriately interpreting data, making appropriate decision based on demonstrated knowledge of age-specific growth and development, and appropriately adapting procedures and treatments.</li> <li>• Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Carries out providers orders accurately and timely, within his/her Scope of Practice.</li> <li>• Performs and/or assists in emergency treatment as required in accordance with scope of practice.</li> <li>• Follows emergency policies, procedures, and protocols in an effective manner.</li> <li>• Serves as a steward for the hospital's human and material resources. Meets productivity expectations of unit/department as defined by nursing leadership.</li> </ul>
2.	<p>Communicates and collaborates effectively with all members of the healthcare team (internal or external).</p> <ul style="list-style-type: none"> <li>• Communicates pertinent patient condition changes to co-workers and to multi-disciplinary care givers.</li> <li>• Utilizes SBAR format when communicating to other healthcare workers.</li> <li>• Communicates openly, honestly, respectfully, and directly in a timely manner with all customers.</li> <li>• Proactively communicates safety concerns to leaders.</li> </ul>
3.	<p>Documents patient information in the electronic/paper medical record in an accurate and timely manner.</p> <ul style="list-style-type: none"> <li>• Completes necessary paperwork to facilitate billing and charging.</li> <li>• Maintains active logons/passwords for computer software system that support patient care and education</li> </ul>
4.	<p>Promotes and ensures patient and employee safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> <li>• Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.</li> <li>• Works within scope of practice.</li> <li>• Performs skills and duties assigned competently.</li> <li>• Utilizes proper body mechanics, transfer/lifting techniques, and appropriate equipment to minimize fall risk to patient and injury to self.</li> <li>• Proactively identifies safety concerns surrounding the work environment.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Supports and abides by all CRHC departmental and safety policies and procedures.</li> <li>• Assist with unit coordinator duties as needed.</li> <li>• Assists with surgery clinic if requested and available.</li> </ul>
5.	<p>Presents self in a professional manner and enhances professional growth and development through participation in education programs, current literature, in-service meetings, and workshops.</p> <ul style="list-style-type: none"> <li>• Seeks opportunities for continued growth and performance improvement.</li> <li>• Always maintains a professional appearance and manner.</li> <li>• Dependable and completes work in a timely manner. <ul style="list-style-type: none"> <li>• Responsible for promoting a positive work environment, teamwork, and colleague engagement through collaboration.</li> </ul> </li> <li>• Adapts positively to the ever-changing health care environment by supporting technology and process changes. Willing to learn new things, is open to change and maintains a calm positive manner under stressful conditions.</li> <li>• Communicates and collaborates effectively with other health team members regarding patient condition, nursing plan of care, patient satisfactions needs and recommendations for meeting identified outcomes.</li> <li>• Follows approved shift report format when communicating patient information.</li> <li>• Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.</li> </ul>
6.	<p>Performs other responsibilities as related to the Surgical Department and as requested by nurse leadership, and/or supervisors.</p> <ul style="list-style-type: none"> <li>• Practices principles of sterile and medical asepsis.</li> <li>• Positions patient safely; pads and protects boney prominences.</li> <li>• Preps and drapes patients correctly for all procedures.</li> <li>• Cleans and prepares the surgery suites and endoscopy suite according to surgeon's preference/protocols.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Follows recommended practices for cleaning and caring for surgical instruments and equipment. Demonstrates thorough knowledge of instrument processing, sterilization, and biological monitoring.</li> <li>• Prepares and sterilizes instruments and supplies utilizing recommended processing practices/standards.</li> <li>• Monitors and evaluates surgical equipment to assure that it is in proper working order.</li> <li>• Accurately records, handles, and labels specimens.</li> <li>• Effectively communicates with provider in accounting for sponges, needles, and instruments during and after procedure and documents appropriately.</li> <li>• Scrubs in and assists in surgery and the endoscopic suite for all types of procedures for which he/she has been trained.</li> <li>• Ability to work flexible hours, participates in OR on-call schedule.</li> </ul>
7.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>• Regularly attends Department huddles.</li> <li>• Completes tasks as outlined on Department Huddle Board. Monitors and verifies the compliance of staff in regard to maintaining required licenses and certifications, as applicable.</li> <li>• Uses labor resources, such as overtime, agency assistance, etc. effectively.</li> </ul>
8.	Performs other duties as assigned.

**ESSENTIAL Work Environment & Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Physical Activity</b>	<b>Not Applicable</b>	<b>Occasionally (0-35% of day)</b>	<b>Frequent (36-66% of day)</b>	<b>Continuous (67-100% of day)</b>
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		150 lbs.	100 lbs.	50 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

<b>Sensory Requirements</b>	<b>Not Applicable</b>	<b>Accurate 20/40</b>	<b>Very Accurate 20/20</b>
Near Vision		X	
Far Vision		X	
	<b>Not Applicable</b>	<b>Yes</b>	<b>No</b>
Color Discrimination			X
	<b>Not Applicable</b>	<b>Accurate</b>	<b>Minimal</b>
Depth Perception		X	
Hearing		X	

<b>Environment Requirements</b> <i>Occupational Exposure Risk Potential</i>	<b>Not Anticipated</b>	<b>Reasonably Anticipated</b>
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures	X	
Radiation		X
Uneven Surfaces or Elevations	X	
Extreme Noise Levels		X
Dust/Particulate Matter		X
Other (List)		

<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours	X			
	<b>Not Applicable</b>	<b>Yes</b>	<b>No</b>	
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_