

BOULDER MEDICAL CENTER, P.C.
JOB DESCRIPTION

DEPARTMENT

JOB TITLE

ASU

Surgical Technologist

JOB SUMMARY

Under the direct supervision of the ASU supervisor assists the Registered Nurse in the intraoperative phase of the surgical experience by performing routine and delegated duties according to the policies and procedures of the Boulder Medical Center which are formulated according to accreditation standards. These duties include but are not limited to performing scrub tasks at the operative field and gathering supplies and equipment to perform procedures.

JOB RESPONSIBILITIES

% of time

SECTION I - FUNCTIONS – TECHNICAL CASE MANAGER

30%

1. Shows understanding of the surgical procedures performed, anticipating sequential steps. Anticipates needed supplies, instruments, and equipment to perform the procedure. Knows the names and uses of surgical instruments. Knows specialty supplies and instruments needed for specific cases. Gathers needed supplies, instruments and equipment before the procedure begins.
2. Is familiar with the physician preference cards and keeps them current by making changes as needed.
3. Is careful not to open supplies unnecessarily.
4. Assures operating room cleanliness by following established procedures: Wipes flat surfaces in room before the first case of each day. Helps to clean rooms for case turnover and at the end of the day. Helps with the monthly department cleaning.
5. Understands the principles of the autoclave. Knows the recommended and established procedures for operating the autoclaves. These include: Types of loads to be run. Length of time to run in relation to size/amount of loads. How to change the parameters of the autoclaves. Helps to run the daily Bowie Dick tests in both autoclaves, noting quality of test results and entering the test strip results in the daily log book.
6. Operates the Steris System I according to manufacturer's recommendations. Notes on test strip the quality of test parameters. Knows how to trouble shoot the equipment.

SECTION II - INSTRUMENT and EQUIPMENT MAINTENANCE

10%

1. Handles surgical instruments and equipment with care. Helps clean instruments and reset instrument sets, as needed.
2. Monitors instruments and equipment for repair needs. Communicates repair needs to the supervisor.

SECTION III - TECHNICAL SURGICAL ASSISTANCE - PERFORMANCE 10%

1. Displays applied knowledge of surgical anatomy as it relates to placement and usage of surgical retractors.
2. Cuts suture as directed by the physician.
3. Places dressings with the exception of the circumferential type, as directed by the physician.

SECTION IV - STERILE FIELDS - KNOWLEDGE 20%

1. Follows count protocol as established: Calls for counts to be done at appropriate times. Knows what to do if there is an incorrect count.
2. Is knowledgeable of sterile technique. Applies principles of asepsis to opening supplies, to establishing and maintaining a sterile field, and to applying dressings. Checks for package integrity when opening sterile supplies and instruments. Establishes and maintains the sterile field keeping it within safe parameters of the traffic flow in the operating room.

SECTION V - GENERAL DEPARTMENT RESPONSIBILITIES 10%

1. Knows protocol for reacting to emergencies. Knows where appropriate supplies are kept. Communicates incidents to appropriate parties.
2. Restocks supplies and maintains order in the perioperative area.
3. Participates in staff meetings.
4. Utilizes available time to assist other areas, as needed, performing skills within scope of practice.

SECTION VI - DEPARTMENT POLICY and PROCEDURES 20%

1. Has reviewed Department Policy Manual in the past year.
2. Accepts assignments and projects responsibly and with a good attitude.
3. Assists with orientation of staff as requested.
4. Works and communicates in a positive and cooperative manner with management, medical staff, and co-workers.
5. Arrives at work on time prepared to accept job assignment.

6. Is organized and able to establish priority in case load to accomplish patient care in a timely manner.
7. Demonstrates confidentiality with patient and department information.
8. Observes BMC policies and procedures, including the following:
 - a. Dress code.
 - b. Parking.
 - c. Safety/OSHA, Compliance and HIPAA training.
 - d. Personal phone calls.
 - e. Confidentiality.

JOB REQUIREMENTS:

EDUCATION: Graduation from an accredited program for surgical technologists.

PREVIOUS EXPERIENCE: Two years as a surgical technologist performing a variety of surgical procedures.

INITIAL TRAINING ON THE JOB: 3 months.

JUDGEMENT, PLANNING, INITIATIVE REQUIRED: Requires good organizational skills, accurate priority setting knowledge, and ambition and enthusiasm to deliver good patient quality care.

SKILLS/JOB KNOWLEDGE: Requires accurate and current knowledge and skill in using surgical instruments and equipment for scheduled procedures including sterile technique. Also requires attention to detail and accuracy, and a positive attitude.

CONTACT WITH OTHERS: Co-workers, physicians, patients, and families/caretakers.

PHYSICAL REQUIREMENTS:

Prolonged standing (more than 50% of the job time).

Excessive walking (more than 50% of the time).

Heavy pushing or pulling.

Bending and stooping repeatedly.

Lift more than 40 pounds occasionally.

Have full use of both hands.

Repetitive motion of hands and/or wrists.

See with both eyes.

Operate procedural equipment.