

UW HEALTH JOB DESCRIPTION

SURGICAL TECHNOLOGIST			
Job Code: 510035	FLSA Status: Non-Exempt	Mgt. Approval: Directors, Surgical Services	Date: 10.2018
Department: Surgical Services – UH, TAC, AFCH, MSC, Transformations Surgery Center (TSC)		HR Approval: M. Buenger	Date: 10.2018
JOB SUMMARY			
<p>The Surgical Technologist prepares the Operating Room prior to surgery, promotes the safety of the patient during surgery, provides assistance to the surgeon during surgery, cares for the patient during surgery and cares for the instruments and supplies used in surgery. The Surgical Technologist functions to promote the safety of the patient as a member of the surgical team. The incumbent possesses knowledge and skills required to assist in effectively caring for patients of all age groups (neonate, pediatric, adolescent, adult, and geriatric).</p> <p>The role is responsible for assisting with operative procedures and patient care, by managing the sterile field and directly assisting the surgeon according to UW Health Policy and Procedures. The Surgical Technologist, under the supervision of an RN, can perform all of the functions of the job with little or no guidance.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> • Performs technical skill duties in all operating room specialty service areas, ensuring that proper technical practices are employed according to accepted standards of process. • Provides proper maintenance, assembly, handling and sterilization techniques of specialty instrumentation • Follows aseptic techniques. Proactively identifies contamination and/or breaks in aseptic technique and implements corrective actions. • Performs surgical counts. Follows policies and procedures for incorrect counts and reports discrepancies appropriately. • Labels drugs and solutions; monitors quantities used. • Assists in the proper preparation, handling, and labeling of surgical specimens. • Actively participates in the planning and set up of instruments, supplies and surgical drapes in an organized manner which will provide optimal accessibility during the procedure. • Provides assistance to the surgeon, demonstrating understanding of the patient's anatomy and abnormalities which affect the surgical procedure. • Assists in picking cases and planning of instrument needs throughout the day, as needed. • Recognizes and modifies scrubbing procedures based on pertinent information to develop modifications to standard approaches to care and communicates with surgical team. Responds to surgical emergencies and follows hospital-wide emergency management plans. • Inventories, receives, and stores supplies under the direction of the surgical services nursing supervisor/manager. Identifies and reports defective instruments, supplies and equipment. Assist with restocking operating/procedure rooms and sub-sterile areas. • Provides assistance to Registered Nurse (RN) in the implementing of the intra-operative phase of the nursing practice. • Operates complex machinery/equipment and other resources in the operating room, troubleshoots as necessary. • Performs scrub duties, following departmental policies and procedures for these respective duties. • Participates in the orientation of all new operating room personnel as assigned. • Participates in operating room staff development through in-service education programs, conferences and research projects. 			
<p>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	Completion of Surgical Technologist program.	
	Preferred		
Work Experience	Minimum	Clinical experience either through a formal surgical technology program or prior work experience.	

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	Preferred	One (1) year of experience as a Surgical Technologist		
Licenses & Certifications	Minimum	Basic Life Support/CPR at time of hire or obtained within 6 months of hire dependent on the location.		
	Preferred	Certified Surgical Technologist (CST)		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Successful completion of the UW Health Surgical Technologist unit-based competencies. Strong communication skills/guest relations. Strong skills in use of written and oral language (i.e., grammar, spelling, format, etc.). Demonstrate flexibility and adaptability to change. Demonstrates basic use of computers as appropriate to practice. Ability to function effectively independently and as a team player. Excellent organizational/priority setting skill. Demonstrates knowledge, purpose, and correct dosage of drugs and solutions used on surgical field. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)				
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)	
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)	
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)	
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)	
JOB FUNCTIONS				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.