

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Surgical Technician

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-06	Job Code	6.765
Full Performance	Pay Grade	HE-08	Job Code	6.766

Function and Location

This position works in the surgery unit/operating room of a hospital or clinic and performs a variety of technical duties as a scrub technician and is considered a member of the surgical team. The position may be required to work on shifts, including evenings, and weekends and holidays.

Key Duties and Responsibilities

Assist the surgeon as scrub technician:

1. Scrub, don gown and gloves.
2. Set up sterile field with draping, instruments and supplies based on type of operation and surgeon's preferences.
3. Gather specific/specialty instruments and/or equipment needed for a variety of operating procedures.
4. Assist in the transfer of patients, including but not limited to, from stretcher to Operating Room table, and assist in the positioning of patients.
5. Prepare and drape patient and operative area.
6. Assist and anticipate needs and preferences of the surgeon (e.g., pass instruments and other sterile supplies to the surgeon, hold retractors, etc.)
7. Maintain correct count of sponges, needles and instruments with circulating nurse and report correctness and discrepancies.
8. Maintain aseptic techniques at all times and protect sterile field.
9. Assists in care of specimens (e.g., identify and hand specimens to circulating nurse, prepare slides).
10. Assist in application of dressings, casts, and in moving of patient, as directed (e.g., hold sterile dressings in place, wipe-off patient, apply tape).

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11. Use principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
12. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
13. Decontaminate equipment, instruments and supplies, and clean room as directed in procedures.
14. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
15. Communicate and interact with patients and families in a positive and courteous manner.
16. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Handle equipment and items correctly to insure usability and safety of supplies and materials; maintain adequate supplies in the suite to insure availability during procedures; clean, store, pack and autoclave instruments in the workroom; maintain an inventory of supplies and equipment to assure availability; store and stock supplies, as directed; maintain awareness of where all supplies are kept and get, or put them away, accordingly; distribute supplies to rooms and suites as directed according to use, number and items; assist in transferring patients from bed to gurney and transporting them to and from the surgical suite as directed by procedure; provide clean gurney and linen for each patient; identify patient and receive instructions from unit personnel when receiving patient; observe and watch patient at all times, providing a safe environment through proper care and handling; notify personnel of patient's arrival to insure continuity of care and proper identification and observation; clean room, furniture, equipment, and suite according to prescribed procedures; maintain traffic control through use of proper areas and corridors at all times; maintain use and cleanliness of autoclave by following directions for usage and cleaning; maintain instruments and supplies by following proper cleaning, care, utilization and sterilization techniques and procedures, as directed; maintain and increase standards of performance and education by attending in-service meetings and assisting in staff development and

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revision of related procedures; assign miscellaneous tasks to Para Medical Assistants; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Knowledge of the policies, procedures and work rules of the work site; and physicians' needs and preferences regarding surgical procedures, instruments, supplies, and equipment. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients of the work site, independently.

Supervision Provided By

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Experience: One year of work experience which involved independently decontaminating and sterilizing instruments used in surgical cases; and setting up of instrument trays.

Knowledge and Abilities: Must have demonstrated knowledge of decontamination and sterilization procedures; aseptic techniques; universal precautions and safety procedures; maintenance and care of equipment; names of surgical equipment; and the ability to assist in the preparation of surgical patients and assist and participate in the activities of the surgical team.

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Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in a surgical setting receiving on-the-job training which provided knowledge of surgical procedures and instruments required; and involved applying the knowledge gained by performing as a scrub technician for progressively more complicated surgical procedures.

Knowledge and Abilities: Must also have demonstrated the ability to independently perform as a member of the sterile team which involves preparing patients (e.g., shaving, draping, etc.) and the operating room for procedures.

Substitutions Allowed:

Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician, or equivalent may be substituted for the experience required for the entry level.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

Desirable Qualifications: Successful completion of a semester of course work in anatomy and physiology, and microbiology from an accredited community college or university.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

ADDENDUM ATTACHED

Yes

No