

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Surgical Technician Lead

(Position Description, Class Specification & Minimum Qualification Requirements)

All positions

HE-10

6.763

Function and Location

This position works in the surgery unit/operating room of a hospital or clinic, and is a working supervisor responsible to oversee the work of Surgical Technician entry and full performance positions as well as performing a variety of technical duties as a scrub technician. This individual is considered a member of the surgical team and may be required to work on shifts, including evenings, and weekends and holidays. *The incumbent of the position is required to report to work within 30 minutes of receiving call while on standby or call back duty.*

Key Duties and Responsibilities

Duties specific to Surgical Technician Lead

1. Oversees orientation of new Surgical Technicians in the Operating Room (OR), orienting technicians to unit, locating supplies/ instruments, collecting competencies/ OR orientation paperwork, "shadowing" new technicians in OR and signing off on their abilities to scrub cases independently.
2. Supervises Surgical Technicians in OR, offers guidance as needed, communicates needs and concerns of Surgical Technicians to OR Manager. Meets with OR Manager and OR Charge nurse regularly to discuss issues in the operating room and finds solutions for improvement and growth.
3. Works closely with Education/ Surgical Technician Training program to coordinate clinical hours for Surgical Technician students.

Assist the surgeon as scrub technician:

4. Scrub, don gown and gloves.
5. Set up sterile field with draping, instruments and supplies based on type of operation and surgeon's preferences.
6. Gather specific/specialty instruments and/or equipment needed for a variety of operating procedures.

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7. Assist in the transfer of patients, including but not limited to, from stretcher to Operating Room table, and assist in the positioning of patients.
8. Prepare and drape patient and operative area.
9. Assist and anticipate needs and preferences of the surgeon (e.g., pass instruments and other sterile supplies to the surgeon, hold retractors, etc.)
10. Maintain correct count of sponges, needles and instruments with circulating nurse and report correctness and discrepancies.
11. Maintain aseptic techniques at all times and protect sterile field.
12. Assists in care of specimens (e.g., identify and hand specimens to circulating nurse, prepare slides).
13. 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).
14. Use principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
15. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
16. Decontaminate equipment, instruments and supplies, and clean room as directed in procedures.
17. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
18. Communicate and interact with patients and families in a positive and courteous manner.
19. Maintain the strictest confidentiality of all facility and facility-related employee information.

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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 revision of related procedures; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Lead Level

Thorough 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 in providing the full range of services to the clientele of the work site, independently.

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Controls Exercised over the Work

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Employees perform work independently, receiving specific guidance only in new and unusual situations.

Review of Work: Employees are reviewed periodically to ensure that acceptable practices are followed.

Experience and Essential Knowledge and Abilities: Three (3) years of work experience in a surgical setting performing as a scrub technician demonstrating proficiency assisting with procedures across services including but not limited to General Surgery, OB/GYN, Orthopedics, Urology, and Endoscopy; independently decontaminating and sterilizing instruments used in surgical cases; and setting up of instrument trays. Such experience must have demonstrated the ability to independently perform as a member of the surgical team, must have thorough knowledge of medical/surgical procedure and terminology and the ability to read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instructions precisely; and get along well with others. Must also have the ability to oversee, train and supervise other employees.

Substitutions Allowed: Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician, or equivalent may be substituted for one (1) year of the required work experience.

Certification Required: Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

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Sensory: Ability to distinguish colors and shades of color to assist surgeons during procedures by passing instruments, caring for specimens, preparing slides, etc.; hear verbal instructions from the surgical team; and read typewritten and handwritten instructions and reports in patient charts.

Coordination and Dexterity: Possess good bilateral hand and finger dexterity in order to pass instruments to the surgeon, hold retractors, etc.

Strength and Stamina: Ability to stand, walk, and stoop for extended periods of time (4-5 hours) during lengthy surgical procedures.

Mobility: Ability to move freely and rapidly throughout the surgical suite.

(These requirements are supplemented by the Physical Requirements Specifications for Nurse Aide classes.)

Desirable Qualifications: The ability to communicate effectively at all levels of the organization. Effective interaction across departmental boundaries must be maintained. Knowledge and ability to apply adult teaching/learning principles. Membership and participation in a professional nursing organization preferred. Skilled in software used in facility.