

## **CAMP LOWELL SURGERY CENTER: JOB DESCRIPTION**

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**JOB TITLE:** Surgical Technologist  
**CLASSIFICATION:** Non-Exempt

**DATE REVISED:** January 2013

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### **SUMMARY DESCRIPTION**

The Surgical Technologist performs all scrub duties for surgical procedures and functions as a member of the surgical team. Prepares and maintains supplies, instruments and equipment related to these procedures. Supports the philosophy, objectives and goals of the Surgery Center. Supports and participates in quality improvement activities and reports to the OR Manager.

### **RESPONSIBILITIES**

1. Demonstrates ability to function in the scrub role for ambulatory surgical procedures, and perform surgical team functions under the direct supervision of the Registered Nurse.
2. Prepares and maintains supplies, instruments, equipment and rooms for surgical procedures.
3. Provides equipment and supplies in a cost-effective manner based on patient's needs.
4. Follows established infection control policies and procedures.
5. Assists physicians and nurses with examinations, procedures or other patient care activities.
6. Monitors and controls the environment.
7. Respects patient's rights.
8. Performs actions that demonstrate accountability.
9. Orients, instructs, and trains assigned personnel.
10. Enhances professional growth and development through participation in various programs, inservices, workshops and meetings.
  - Maintains current clinical skills and competencies.
  - Participates in task forces and committees as assigned and support the Continuous Quality Improvement Program.

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### **Surgical Technologist**

#### **Customer Relations and Personal Behaviors:**

1. Demonstrates effective communication and interpersonal skills which promote a positive environment, teamwork and loyalty to the organization.
2. Maintains a collegial relationship with physicians to ensure quality patient care.
3. In accordance with the ambulatory surgery center philosophy, presents behaviors and actions which create a high level of customer service to patients, visitors, physicians, vendors and Surgery Center staff.
4. Demonstrates behaviors and actions which support the mission, goals and operations of the Surgery Center that also contribute to continuous service improvement.
5. Exhibits flexibility, adapting readily to changes in the work environment and/or work schedule.
6. Maintains a positive attitude, even during periods of stress and challenge.
7. Maintains positive attendance and communicate in advance any absences from work.

#### **QUALIFICATIONS**

1. High school graduate or equivalent.
2. Completion of an approved surgical technologist program. Certification preferred.
3. Proof of current BLS training/education.
5. Competence in oral and written communication.
6. Intermittent and prolonged physical mobility/activity including walking, standing, sitting, lifting up to 50 pounds, pulling and pushing of carts, equipment, etc. Must be able to bend body downward at the waist, be able to kneel.

**Please refer to the Information Systems Manager for computer access level.**

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**Surgical Technologist**

The Surgical Technologist is classified as a non-exempt employee and is eligible for overtime pay according to the provisions stated in the surgery center’s personnel policies.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills and working conditions for the persons so classified. An employee may be assigned or requested to perform other related duties.

My job description has been explained to me by my supervisor and I understand it completely. I have received a copy of my job description.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/DON Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date