

# New Albany

## SURGERY CENTER



### POSITION DESCRIPTION

<b>POSITION TITLE:</b> Surgical Technician	<b>DEPARTMENT:</b> New Albany Surgery Center
<b>JOB CODE:</b> 5300	<b>REPORTS TO:</b> Site Administrator
<b>DATE ISSUED:</b> 7/7/2011	<b>SUPERVISES:</b> N/A
<b>DATE REVISED:</b>	<b>MATRIX REPORTING RELATIONSHIPS:</b> N/A

#### **Job Summary**

- The Surgical Technician, under the direction of a Registered Nurse, will provide patient care, in an atmosphere sensitive to each person's physical, emotional, social, and spiritual needs. Functions within the standards, policies, procedures, and guidelines of the Organization. Under RN's direction, sets up and maintains the surgical field and assists the surgeon during operative procedures.

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#### **Job Qualifications (Knowledge, Skills, and Abilities)**

- Education: Graduate of a surgical technology program
- Experience: 5 years preferred
- Effective Communication Skills
- Demonstrates a willingness to work in a team environment
- BLS healthcare provider training required.

#### **Essential Responsibilities**

- Exhibits the New Albany Surgery Center Standards holding self and others accountable and role modeling excellence for all to see. For example: demonstrates friendliness and courtesy, effective communication creates a professional environment and provides first class service.
- Meets population specific and all other competencies according to the center requirements.
- Promotes a Culture of Safety by adhering to policy, procedures and plans that are in place to prevent workplace injury, violence or adverse outcome to associates and patients.
- Relationship-based Care: Creates a caring and healing environment that keeps the patient and family at the center of care.
- Ensures an environment of patient safety, promotes evidence-based practice and quality initiatives.
- Assists in meeting goals and initiatives for surgery department; such as, but not limited to room turnover and first-case on-time starts.
- Assists in training/orientation of associates as directed by the site administrator.

- Safe Practice: Maintains a safe environment for the patient.
- Computer Skills: Utilizes computer systems and assists with assuring preference cards are current.
- Maintains sterile technique and assists with instrumentation processing as needed.

**Other Job Responsibilities**

- Participates in and fosters a performance improvement approach.
- Responsible for compliance with Organizational Integrity through raising questions and promptly reporting actual or potential wrongdoing.
- All other duties as assigned.

**EQUIPMENT:** This section requires a response of Yes or No from drop down box.

Radiation: No                      Electrical: Yes  
Chemical: No                      Mechanical: Yes

**KEY TO FREQUENCY CODES for Physical Requirement Sections:** This section requires a numerical response from drop down box.

1 = Up to 33% of the time                      3 = Over 66% of the time  
2 = From 33% - 66% of the time              4 = Not Applicable

**PHYSICAL REQUIREMENTS**

Sitting: 1    Balancing: 1  
Standing: 3    Reaching Overhead: 1  
Walking: 3    Grasping: 2  
Ability to be Mobile: 3                              Keyboarding : 2  
Bending: 2    Pinching: 2  
Kneeling/Crawling: 1                              Twisting: 1  
Stooping: 2    Climbing: 2  
Turning/Pivoting: 2                              Pulling: 3  
Working Above Shoulder Level: 1  
  
Pushing: 2    Maximum Weight: Equal to or greater than 35 lbs  
Lifting: 2    Maximum Weight: Equal to or greater than 35 lbs

**POTENTIAL EXPOSURE:** This section requires a response of Yes or No from drop down box.

Blood / Body Fluid Contact: Yes    Humidity: No    Temperature: No  
Air-borne Pathogen: Yes    Chemicals (Fumes / Burns): Yes    Dust: No  
Radiation: Yes    Vibrations: Yes    Noise: Yes

**Personal Protective Equipment:** This section requires a response of Yes or No from drop down box.

Gloves: Yes    Shoes: Yes    Goggles: Yes    Aprons: Yes  
Masks: Yes    Head Covering: Yes    Gowns: Yes

**Emotional / Psychological Factors:** This section requires a response of Yes or No from drop down box.

Trauma: Select    Grief: Select    Death: Select    Public Contact: Yes    Deadlines: Yes

This job description is intended to describe the general content of and requirements for the performance of this job. It is not to be considered an exhaustive statement of duties, responsibilities, or requirements.

Reviewed and Approved by:

Title:

Date:

Human Resources Leader: Mary Ann Wolf

Title: Vice President - Human Resources

Date:

Compensation Rep: Kim Berno

Title: Sr. Compensation Analyst

Date: