

Job Description

Certified Surgical Technologist

Facility Name: Lindsay House Surgery Center, LLC

Department/Unit/Area: Perioperative Services

Reports to: Clinical Director

Classification: Non-exempt

Job Summary: Facilitates the operative or other invasive procedure by preparing and providing the required sterile instruments, supplies and equipment. Maintains the sterile field and anticipates and responds to the needs of the surgical team.

Qualifications

Required:

- Graduate from an accredited surgical technology program, if not grandfathered – letter proof from an accredited facility required
- Certified surgical technologist (CST), if not grandfathered – letter proof from an accredited facility required
- Basic Life Support (BLS) certification
- Basic computer skills

Preferred:

- One year perioperative services experience

Primary Responsibilities:

1. Support the Organizational Culture “We create uplifting experiences that change people’s lives”. Culture is not tangible. It is comprised of values, beliefs, underlying assumptions and behaviors shared by a group of people. It is in the environment that surrounds you at work all the time. It shapes your work enjoyment, your work relationships, as well as work processes.
2. Complies with facility policies and procedures and Regulatory requirements: State, Federal and Accreditation Body AAAHC – CMS - inclusive of corporate compliance – *ie. Patient Bill of Rights and Responsibilities, Privacy Notice, Advance Directives, Surprise Bill Act, Red Flag Rules, HIPAA privacy and security, ADA - Use of interpreter or sign interpreter...where applicable*
3. Function as a surgical technologist person during operative and other invasive procedures by
 - a. assembling supplies and equipment required for the procedure;
 - b. preparing and organizing sterile supplies and instruments for the procedure;
 - c. performing accounting procedures in concert with the RN circulator;
 - d. assisting with placement of sterile drapes;
 - e. providing instruments and supplies to the surgical team during the procedure;

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- f. maintaining an organized sterile field;
- g. ensuring sterility of the field and taking corrective actions as needed; and
- h. preparing sterile dressings.
4. Clean and prepare surgical instruments for processing and transport them to the decontamination areas.
5. Assist with postprocedure cleaning of the operative or other invasive procedure room and preparation of room for subsequent patients.
6. Participate in ongoing educational and competency verification activities applicable to surgical technologist person activities.
7. Maintain privacy and confidentiality of individuals and health information.
8. Seeks to engage the synergy of others within and across departmental boundaries (ie. internal materials management, sterile processing and external practice, IT) to address or resolve issues of mutual interest. Ability to deal with stressful situations in a clear and calm manner; actions set the mood for the entire team demonstrating **“team work”**
9. Seeks to understand the uniqueness of each individual and tailors their interactions with this perspective in mind. Demonstrates the highest moral and ethical conduct in each encounter, situation or action demonstrating **“respect and confidentiality”**.
10. **Responsiveness** - Pursues work and related activities with a sense of personal pride and ownership for the outcome. Delivers more than expected.
11. Uses free time constructively by: floating to other areas within surgical services if needed, organizing desk area/files completing inventory, stocking, expirations checks, cleaning and asking Clinical Director for assignments.
12. Goes out of way to help others – going beyond kind gestures and job responsibilities. Recognized and regarded by customers and peers as someone who is considerate, compassionate and creates a pleasurable environment by being **“courteous”**.
13. Assists in maintaining a high level of morale and motivation on the unit by working to maintain a rapport with peers, coworkers, medical staff and practice staff by utilizing good, honest communication techniques and not conspiring with others against peers nor **“managing them down”**.
14. Skillfully uses all **“communication”** modalities following defined and appropriate etiquette. Considers the situation carefully and tailors the messaging appropriate to the audience and any special circumstances.
15. Demonstrates strong, positive and professional communication and role modeling behaviors at all times, in all assigned areas, with all interactions.
16. Provides great customer service – creating an **“uplifting experience”**; going beyond what is expected and creating the environment that others want to be associated with; demonstrating **Owner/Image/Attitude**
17. Assists with orientation of new personnel.
18. Maintains required competencies, certifications (BLS), annual mandatories, annual health screen – tests and immunizations.

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19. Assists with developing and achieving facility annual goals including but not limited to quality measures, internal and external **customer satisfaction** (encourage completion of surveys - using ADIET – (Acknowledge, Introduce, Explain, Thank the patient; do what you say you're going to do, respond in a timely manner, keep customers informed, if you do not know ... you find out, and manage up peers and medical staff by recognizing each other's skills and experience (patient confidence – reduced anxiety), achievements, compliments and efforts), staff satisfaction and cost containment through supply and labor management

Working Conditions/Physical Requirements:

- Physically demanding, high-stress environment
- Exposure to blood, sharp instruments and other devices, body fluids and tissue, communicable diseases, chemicals, radiation, and repetitive motions
- Full range of body motion including handling and lifting patients
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Working under stressful conditions
- Working irregular hours including call hours

Travel Requirement:

- None

Employee Acknowledgment

Employee Name: _____

(Please Print)

Date: _____

Employee Signature: _____

Director Signature: _____

Date: _____