



Position: Surgical Tech	
Department: Acute	
Reports To: CNO or other Leadership as assigned	
FLSA Status: Non-Exempt	OSHA Exposure Category: I
Effective Date: November 2008	Revised: 08/13, 11/15, 01/16

Job Objective: Will select all equipment and supplies needed for surgery and help in preparing the OR suite for all surgeries. The tech will assist in cleaning between cases and maintain a good working knowledge of surgical asepsis. The Surgical Tech will assist with non-operating room duties throughout the Surgical Unit as needed in a professional and effective manner.

Qualifications:

1. High School education or equivalent required.
2. Surgical Tech Certification preferred.
3. At least one (1) year experience in Surgical Tech role or medically related role required.
4. Knowledge of Anatomy and Physiology as well as Medical Terminology required.
5. Proficiency in computer software skills to include but not limited to Outlook, Word, Excel and Electronic Medical Records.
6. Proven problem-solving, analytical skills and organizational/time management skills required.
7. Demonstrate the ability to maintain professional relationships with peers, supervisors, physicians, and patients.

Job Duties:

1. Demonstrates high quality customer service skills serving providers, clinicians, nursing, and other staff. Provide appropriate communication with all interactions, consistent follow through on issues and timely escalation of issues as needed. Supports the NRMC Mission, Vision, and Values through every interaction.
2. Using Provider preference cards and experience will expedite proper equipment, instruments, and supplies needed for procedures in the surgical suite. Actively participate in the planning process for surgical procedures.
3. Utilizing proper sterile techniques (i.e., scrub hand washing, donning and doffing appropriate attire) will prepare the surgical suite for procedure(s) with regards to sterilizing the surgical field, arrangement of drapes, instruments, and supplies ensuring the most efficient and safe environment for the patient.

4. Participate in procedure counts pre and post-surgical procedures, maintaining proper and accurate records as required by agencies within scope of practice.
5. Maintains calm demeanor, handles stressful situations effectively and professionally to maintain proper patient care, works collaboratively to facilitate surgical processes.
6. Evaluation and maintenance of surgical equipment including but not limited to scopes, autoclave, instruments, lights, beds, monitors, etc. ensuring safety of patient and staff. Communicates with CNO or other leadership and staff in procuring repairs or inventory.
7. Participates in the billing procedure as to what transpired during the surgical procedure and conveys information to the Patient Services department.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values:

Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends or on-call responses as necessary.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital includes all areas of the NRMC campus. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date