



Job Documentation

JOB TITLE: Surgical Technologist, Certified (CST)	JOB CODE: S024
DEPARTMENT: Surgical Services	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Surgery Manager	EFFECTIVE DATE: January 2021
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Surgical Technologist, Certified (CST) performs duties of scrub nurse, and maintains sterile supplies and sterile technique. May assist surgeon by passing instruments to surgeon during cases. Cares for instruments and equipment. Graduate of Surgical Technology program and certified. Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Associate degree, diploma or certificate in surgical technology required
- 1-2 experience in a related field preferred

Certificates, Licensure, Registrations

- Certified Surgical Technologist (CST) required
- Certified Surgical First Assistants (CSFA) preferred

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes



- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Prepare the operating room for upcoming surgeries
- Sterilize equipment and stock up any necessary supplies
- Prepare patients for their procedures
- Sterilize equipment and hands surgeons instruments
- Order and takes inventory of supplies, and maintain files and records of procedures
- Provide technical assistance to surgeons, surgical nurses, or anesthesiologists
- Assist in preparing patients for surgery
- Hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures
- Prepare, care for, and dispose of tissue specimens taken for laboratory analysis
- Monitor and continually assess operating room conditions, including patient and surgical team needs
- Able to assemble, adjust, or monitor sterilizers, lights, suction machines to ensure proper operation
- Assist in preparing dressings or bandages and apply or assist with their application following surgery



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	



Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	

SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date