

Carlsbad Surgery Center POLICIES & PROCEDURES

Department	Ambulatory Surgery
Section	Job Descriptions
Subject	ORT - Lead
Origin Date	08-2008
Revision Dates	

Job Description: OR Technologist Lead

Position Summary

Under minimum supervision, assists the Director of Clinical Services by preparing, maintaining and anticipating instrument and procedural needs for all surgical procedures. The lead surgical technologist will assist in the orientation and continuing education of all technical staff in the perioperative area by assisting with the implementation of all policies and procedures of the facility.

Accountable to: Director of Clinical Services

Job Classification: Non-exempt

OSHA Task Category: Job Category I. Direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is made available and must be worn.

Qualifications:

1. Graduate of operating room technician program or military operating room training and/or minimum of 2 years varied operating room scrubbing experience, preferably with orthopedic experience and ambulatory surgery experience.
2. Current CPR certification.
3. Minimum 5 years varied operating room scrubbing experience, with extensive orthopedic experience, preferably in the ambulatory surgery setting.
4. National board certification preferred.
5. If LVN, must be graduate of an accredited school of nursing and possess current California LVN license.
6. Full command of the English language, both written and verbal.

Physical Demands:

1. The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. May be expected to lift up to 50 pounds or up to 150 pounds with assistance.
3. May be expected to push or pull 150-300 pounds with assistance.
4. Work is of medium demand; walking or standing most of the time while on duty.
5. Visual and auditory acuity and manual dexterity essential to performing designated duties required. Optimal auditory acuity required.
6. Manual dexterity involving the handling of equipment and instruments or armamentarium is essential to performing assigned duties.
7. Physical conditions are clean, neat and well-lit.
8. May be subjected to unpleasant sights and odors, stressful situations and hazardous or infectious agents where judgment as to precautions needed to be taken is essential.

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9. Climate control and ambient temperature variances may be experienced and required by patient care and needs of the surgical team.
10. Exposure to limited amounts of radiation, hazardous chemicals or substances and infectious disease processes are a possibility.
11. Hours of duty may be irregular or unexpectedly extended due to the requirements of the daily surgical schedule.
12. Frequently is required to walk.
13. The employee is frequently required to stand or reach with hands and arms.

Interpersonal Skills:

1. Ensures and participates in optimal teamwork within the OR through flexibility and adaptability to changing situations.
2. Exhibits and exercises an awareness of own legal responsibilities in delivering patient care.
3. Must use comprehensive judgment in making decisions related to channeling of communications.
4. Must be adaptable to a broad spectrum of personality characteristics.
5. Functions as a role model and resource person.

Responsibilities:

1. Assist the Director of Clinical Services in procurement of equipment required for daily operations.
2. Maintains sterilization documents as required for quality indicators.
3. Coordinates with DCS orientation of technical staff.
4. Participates in on going evaluation of technical staff providing input to DCS for probationary and annual evaluations.
5. Assists the surgeon in performing the surgical procedure, anticipating the surgeon's instrument and procedural needs.
6. Prepares for surgical cases by providing the proper instrumentation, supplies, equipment, and sutures.
7. Maintains asepsis during all phases of the procedure(s).
8. Assists the OR RN in preparation and maintenance of the operating room prior to, during and following the surgical procedure.
9. Assists in accounting for all sponges, needle, and instruments used during a surgical procedure with the circulating nurse.
10. May assist in assessing, ordering and maintaining inventory supplies.
11. Communicates appropriate information to surgeons, nurses and anesthesiologist concerning patient care.
12. Safely carries out physician's orders accurately and promptly.
13. Provides necessary material, supplies, instruments and equipment in good working order for the completion of the surgical procedure.
14. Keeps nurse in charge apprised of unusual occurrences, room activity.
15. Recognizes and responds appropriately to crisis situations during the perioperative phase, seeking assistance as needed.
16. Assists in maintaining and updating surgeon's preference cards.
17. Participates in quality improvement monitoring.

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18. Complies with cost containment practices.
19. Attends and participates in inservice programs and staff meetings.
20. Observes all safety precautions and complies with all health and safety rules and procedures of the facility.
21. Performs other duties as assigned.

Signature of Employee

Date

Signature of Director of Clinical Services

Date

Signature of Administrator

Date