

JOB TITLE: Certified Surgical Technologist (CST)	DEPARTMENT: Surgical Services	POSITION OF SUPERVISOR: Director of Surgical Services
FLSA STATUS: Non-Exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE:

Position Summary: The Surgical Technologist will work directly with the surgeon and the circulating registered nurse. Assists surgeon during gastroenterology endoscopy, operative and invasive procedures with a working knowledge of sterile and aseptic technique. Assures operating suite is adequately prepared and maintained for procedures. Monitors inventory of surgical instruments and supplies. Cleans, reprocesses and sterilizes surgical instruments. Participates in departmental staff meetings and performance improvement activities.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	Successful completion of an accredited surgical technology school or training program.
Experience:	Must have minimum of 3 years' experience as a certified surgical technologist. Must have knowledge of the following specialties: ENT (Ear, Nose, & Throat), Gastroenterology, General, Gynecology, Ophthalmic, and Orthopedic (total joints-trauma-sports medicine). Must be proficient in the 1 st scrub (instrument) and 2nd scrub (assistant scrub) roles.
Special Skills, Licenses or Certifications:	Maintain current Colorado Licensed Professional Surgical Technologist Health Professional License from the Colorado Department of Regulatory Agencies (DORA). Maintain current professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) as a Certified Surgical Technologist. Basic computer knowledge (Microsoft Outlook & Office) Current BLS certification Preferred experience with Stryker Orthopedic instrumentation including total joints & trauma.
Language Skills:	Demonstrates ability to read, write, & clearly express one's self in English 100% of the time Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
Physical/Mental/Special Demands:	Lifting a <i>minimum</i> of 50 pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations; Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.

Work Environment:	Work is performed in a hospital setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, physicians, co-workers, vendors and patients.
Cross-Training of Position:	Pagosa Springs Medical Center (PSMC) cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: Sterile Processing Technician.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.
16. Meets the qualifications as set forth herein.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Position requires week night on-call assignments on a scheduled rotation with 30 minute response time to be on campus available to work.
2. Secures, prepares, & checks all supplies & equipment for sterility and proper function prior to the procedure required for surgical intervention.
3. Ensure the preparation and maintenance of the sterile field in the OR. Scrubs in at least 15 minutes prior to the scheduled case time, unless otherwise directed by the circulating RN or supervisor.
4. Performs instrument, needle, sharps, sponge counts accurately per PSMC policy and reports any discrepancies immediately to the surgeon and circulating RN.
5. Assists in the positioning, prepping, and draping of patients for surgical procedures.
6. Ensures that specimens are labeled and handled accurately per PSMC policy.
7. In the instrument scrub role, maintains an orderly sterile instrument back table and mayo for efficiency by following current PSMC surgery practice.

8. In the assistant scrub role, functions under the direct supervision of the surgeon commiserate with experience and as assigned.
9. Anticipates needs of the surgeon during the intraoperative phase.
10. Consults with other staff members when in question or unfamiliar with equipment, instruments, supplies, or procedure.
11. Completes assigned staff duties and documents on the daily checklist.
12. Responsible for care of instruments/equipment in the perioperative environment including cleaning, reprocessing, and sterilization of instruments.
13. Follows written procedures for high level disinfections and steam sterilization with understanding of chemical and biological monitoring.
14. Assists with OR/Procedure Room turn over between procedures and terminal cleaning after last case of the day.
15. Ensures end of day/shift cleanup is completed including disconnection of the suction and oxygen lines in the OR and Procedure Room.

Approved by:

	Director of Surgical Services	
(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)