



## JOB DESCRIPTION

**TITLE:** Surgical Technician (Spine)  
**DEPARTMENT:** Surgery  
**REPORTS TO:** OR Manager  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Establish and maintain sterile field. Assist surgeon, OR RN in performance of spine procedures including obtaining needed instrumentation and supplies.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.

1. The Surgical Technician will prepare for surgical spine procedures by:
  - a. Establishing and maintaining the sterile field
  - b. Assisting in anticipating surgeon's needs with surgical procedures by having appropriate supplies and instruments on hand
  - c. Collaborating with circulation RN, surgeon, and surgeon's assistant for any added needs for the procedure
  - d. Inspecting supplies, equipment and instrumentation pulled for the surgical procedure; marks card appropriately.
  - e. Caring for instrumentation and equipment during and following surgical procedure; always checking "blue wraps".
2. The Surgical Technician (Spine) will properly handle instrumentation following procedures by:
  - a. Disposing of all sharps appropriately
  - b. Appropriately taking case cart to SPD
  - c. Communicating with SPD staff for any special care needs or return of instruments for subsequent surgical cases
3. Medication administration will be completed by:
  - a. Accurately labeling all medications on sterile field
  - b. Disposing of all medications appropriately

4. The Surgical Technician (Spine) will assist with patient by:
  - a. Preparing patient's surgical suite for needed supplies and equipment for day of and next day
  - b. Maintaining awareness of patient safety needs at all times
  - c. Continuously maintaining focus on surgical procedure in assigned room
  - d. Anticipating patient, surgeon, anesthesia, and circulating RN needs
  - e. Assisting with room turnover, including cleanup of supplies, instrument and equipment returns
  - f. Maintaining standards of professional care in accordance with Association of Operating Nurses (AORN) standards
  
5. The Surgical Technician (Spine) will provide expertise by:
  - a. Assisting with orientation and education of staff and students
  - b. Demonstrating ability to use critical thinking skills by assessing situation and adapting to changes
  
6. The Surgical Technician (Spine) will act as a resource by:
  - a. Demonstrating clinical expertise and contributes to the advancement of professional practices by communicating current research and trends related to a specialty
  - b. Ensuring patient and surgeon needs are being met through collaboration and use of preference cards
  - c. Coordinating with materials management buyer on specialty needs to maintain proper adequate par levels and instruments in relation to stock requirements and upcoming surgeries
  - d. Coordinating, developing, implementing, and evaluating specialty education programs in collaboration with clinical nurse educator, OR Manager, and or Director to meet the needs of the perioperative staff
  - e. Expanding clinical expertise through appropriate education
  - f. Maintaining and updating surgeon preference cards correctly
  
7. For staff working at Community Hospital, required to take call as assigned and arrive within 30 min.
  - a. FOR THOSE WORKING MONDAY THROUGH FRIDAY – Surgical Tech will not take overnight call unless Weeknight On Call Guaranteed Pay Position staff have requested off. When those staff are off, a day by day call assignment will be assumed by Day/evening staff. Weekday staff are required a minimum of 1 weekend (Saturday and Sunday) in a 6 week period.
  - b. FOR THOSE WORKING AS THE WEEKNIGHT ON CALL GUARANTEED PAY POSITION STAFF – these staff members are available on call from 5pm to 7 am the following day. Staff in this position are not required to take weekend call (Saturday and Sunday).
    - I. Weeknight On-Call Guaranteed Pay Position staff are available on call from 5pm to 7am the following day.
    - II. Duties consist of but are not limited to:
      1. Arriving within 30 minutes of "Call In" and immediately relieve staff in respective OR room upon arrival if applicable. If called in for own case/room immediately schedule/set up room for case/get patient on arrival
      2. Precede to perform cases ensuring patient safety and coordinating with House Supervisor as needed once arrived
      3. Communicate with Preop and PACU when applicable
      4. Restock/replace supplies as needed in room

5. Review room set up/stocking needs for next day if not already completed by evening staff
  6. Communicate additional schedule/case needs to house supervisor and/or with OR Charge RN
  7. If between 5pm and 8pm, can be requested to come in and assist 1<sup>st</sup> OR room if needed
8. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent; certification as a surgical technician preferred with at least one (1) year of spine surgical procedures experience  
OR  
equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

BLS on hire  
Certification as a surgical technician (preferred)

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using professional and team center attitude; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative 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.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

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Date

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Supervisor Name & Signature

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Date