

UW HEALTH JOB DESCRIPTION

Surgical Technologist Education Specialist

Job Code: 510039	FLSA Status: Non-Exempt	Mgt. Approval: D. Dillon	Date: 11.2018
Department: Surgical Services		HR Approval: M. Buenger	Date: 11.2018

JOB SUMMARY

The Surgical Technologist Education Specialist collaborates with the Supervisor, Clinical Nurse Specialist (CNS), Nursing Education Specialist (NES)/nursing education team, Care Team Leader (CTL), Surgical Technologist (ST) - Specialty Resources, and staff in the Surgical Services department. The position acts as a key resource in the orientation process, ongoing in-services, and continuing education, and assists in managing the effective service operations for all surgical patients. The position is considered the technical expert resource for surgeons, the ST Specialty Resource team, and related staff that coordinate the allocation and integration of approved surgical resources to promote efficient and safe patient care.

This position is responsible for actively supporting Surgical Technologist students and faculty from affiliate schools and is the coordinator for surgical technologist related patient care, supply management, physician and leadership led liaison initiative and other programs. The Surgical Technologist Education Specialist acts as a liaison for student clinical experiences within UW Health and works directly with the nursing education team to define and manage efficient trainings and education related projects and serves as the key resource for Surgical Technologist best practice and new educational technology.

This position functions as a resource for other surgical services throughout UW Health.

MAJOR RESPONSIBILITIES

Process Improvement/Standardization

- Assists in decision making, advancements, and project development by applying a global understanding of how all systems function together within Surgical Services workflows.
- Coordinates delivery of standard knowledge in principles of clinical practice within surgical specialty focus areas and across the system.
- Coordinates and facilitates clinical knowledge principles of practice within surgical specialty focus areas necessary for system of supply chain/specialty instrumentation and equipment maintenance through participation in budget preparation for specialty focus area.
- Coordinates and facilitates safe, competent and efficient work practices upholding Association of Surgical Technologists (AST) best practice guidelines and UW Health policies and procedures to achieve accuracy of surgical counts.
- Promotes and utilizes policy and procedure and AST recommended guidelines as a resource to best practice.
- Mentors within specialty area based on patient needs and promotes communication with Operating Room team and leadership to plan for special patient care needs.
- Ensures coordination of education and communication of clinical initiatives, changes in process and procedure and promote staff transition and adaptation to changes.
- Ensures standardization of preference card, custom pack maintenance and the provision of equipment and supplies for all procedures by collaborating proactively with surgeons, OR staff and others in Surgical Services leadership.
- Attends budget planning sessions with specialty surgeons providing supportive documentation/evidence of need during the budget process as appropriate.
- Assists quality assurance/improvement and research activities and participates in developing process improvement plan:
 - Supports STs in identifying recurring practice problems in specialty areas and reports to appropriate individual and participates in problem resolution process.
 - Participates in and delegates data collection for research projects under the direction of an RN.

Education

- Creates an environment that is conducive to learning and sharing of expertise.
- Remains current with department and educational technologies. Promotes knowledge and proper handling of surgical implants and prostheses related to surgical specialty focus area.
- Works collaboratively with educators and CNS to develop and support Surgical Technologist orientation.

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- Develops curriculum, teaches, guides and evaluates performance during orientation and during annual review. Works collaboratively with all educators to assist in educational offerings.
- Researches and seeks out learning experiences to maintain specialty focus area competency.
- Shares research and knowledge gained through participation in continuing education activities with peers and develops plan for shared learning.
- Actively seeks information and written aids to assist those unfamiliar/uncomfortable within specialty area scope.
- Works with educators and the CNS to acquire an understanding of the underlying education needs of the department and translate the needs into appropriate electronic delivery media.
- Collects information from department end-users regarding potential enhancement needs around educational technology and works with department teams to validate and prioritize these enhancements.
- Collaborates with Surgical Services educators and the CNS to align curriculum offerings with Surgical Services department and organizational needs.
- Ensures all programs meet the Department of Nursing and regulatory expectations and standards.

Leadership

- Contributes to and supports the effective management of the Operating Room (OR).
- Completes Patient Safety Net and reports identified patient related problems using the appropriate supervisory channels and processes.
- Assists with interviewing Surgical Technologist candidates.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Completion of a Surgical Technologist Program.
	Preferred	Bachelor's degree in related field.
Work Experience	Minimum	Three (3) years Surgical Technologist experience
	Preferred	Adult educator or related experience
Licenses & Certifications	Minimum	• Basic Life Support/CPR
	Preferred	• Certified Surgical Technologist within one (1) year of hire.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to communicate and present information to others effectively. • Strong ability to research information/data • Knowledge of and ability to provide analysis of reports, data and information. • Strong computer skills including Microsoft Word and Excel • Ability to work independently and be result oriented. • Capable of interacting with all levels of staff. • Effective interpersonal skills, including the ability to promote teamwork and ensures a high degree of internal and external customer satisfaction. • Consultative approach to working with users in assessing needs and requirements • Ability to manage multiple tasks with ease and efficiency.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
x	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.