

## UW HEALTH JOB DESCRIPTION

### Surgical Technologist – Specialty Resource

Job Code: 510038	FLSA Status: Non-Exempt	Mgt. Approval: J. Barriere	Date: 10.2018
Department: Surgical Services		HR Approval: M. Buenger	Date: 10.2018

### JOB SUMMARY

In collaboration with the Manager, Supervisor, Resource Nurse, and/or Materials Coordinator, the Surgical Technologist – Specialty Resource (SRT) assists in managing effective service operations for all surgical patients. The SRT is a technical expert for surgeons and staff who allocates, manages, and integrates approved surgical resources to promote efficient, effective, and safe care of patients. The SRT along with the Materials Coordinator plans for provision of equipment and supplies for all procedures collaborating proactively with the surgeons, OR staff, and others in Surgical Services leadership roles.

The Surgical Technologist – Specialty Resource (SRT), along with the Materials Coordinator, is responsible for ensuring equipment readiness and instrument planning for each procedure, preference card maintenance, custom pack maintenance and review, and regularly evaluates inventory for unused items in collaboration with the Material Management personnel, CTL, Manager, and OR Supervisor. The SRT functions as a clinical expert for surgical procedures, and collaborates with the Education Specialist, Manager, Supervisor and others to coordinate an ongoing in-service education program to continually update knowledge and skills of all assigned operating room personnel. Consistently demonstrates behaviors that model the core values of UW Health.

### MAJOR RESPONSIBILITIES

#### Clinical Practice/Quality of Care

- Demonstrates expertise of clinical knowledge principles of practice within surgical specialty focus area:
- Facilitates efficient room turnovers.
- Ensures availability of supplies, maintenance of specialty instrumentation, and equipment through consistent monitoring of inventory levels, preventive maintenance, and participation in budget preparation for specialty focus area.
- Informs OR CTL or Charge RN of unanticipated changes in specialty scheduling result to instrumentation and/or equipment needs.
- Utilizes effective time management by completing commitments accurately within negotiated timeframe. Demonstrates knowledge and proper handling of surgical implants and prostheses related to surgical specialty focus area.
- Role models safe, competent, and efficient work practices upholding AST/AORN best practice guidelines and UW Health policies and procedures:
  - Demonstrates awareness of responsibilities for accuracy when performing surgical counts.
  - Follows policy and procedure for case with inconsistent surgical count and reports discrepancies appropriately.
  - Correctly and efficiently labels drugs and solutions and monitors quantities used on the surgical field.
  - Assists in the proper preparation, handling, and labeling of surgical specimens.
  - Utilizes policy and procedure and AORN recommended guidelines as a resource to best practice.
  - In collaboration with the nurse critiques and updates policies and procedures to reflect contemporary practice.
- Demonstrates the ability to facilitate each case progression in a timely and cooperative manner:
- Identifies the appropriate resource personnel and materials in the operating room.
- Assists the OR CTL/Charge RN in determination of number and skill level of staff required to accommodate case requirements.
  - Demonstrates awareness of procedural needs of other team members before and during surgical cases.
  - Displays consistency in practice by placing instruments, supplies, and surgical drapes in an organized manner providing optimal accessibility during the course of the procedure.
  - Attentively anticipates the surgeon's needs and offers suggestions for safe and efficient patient care.
  - Provides expert assistance to the surgeon, demonstrating understanding of the patient's anatomy and abnormalities which affect the surgical procedure.
  - Communicates concise and accurate report of surgical procedure to relief staff.

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- Modifies approach to scrubbing procedures and mentors peers within specialty focus area based on patient's individual needs:
  - Recognizes pertinent patient information that requires modifying standard approach to care (i.e., patient size, requiring deeper retractors, allergy to medications, etc.).
  - Incorporates patient care information into scrubbing role.
  - Communicates with Operating Room team and leadership to plan for special patient care needs.
  - Proficiently adapts to alterations from case cart list, reservation card, surgery schedule, etc.
- Establishes priorities when adapting to changing patient and unit situations:
  - Maintains necessary skills across multiple surgical specialties for on call competency (if applicable).
  - Mentors Surgical Tech peers in collaboration with the Education Specialists.
  - Recognizes emergencies during surgical procedures and demonstrates ability to set priorities to assist the surgical team.
  - Demonstrates knowledge of and responds appropriately to other Operating Room emergencies and hospital-wide disaster plans (mass casualty, fire, tornado, etc.).
- Assumes responsibility and accountability for assisting in effective management of the specialty focus area serving as a resource and liaison:
  - Identifies and reports defective instruments, supplies, and equipment.
  - Inventories, receives, and stores supplies in collaboration with the Care Team Leader and Inventory Control Specialist.
  - Maintains a safe and healthy patient environment through inspection of facilities, correction of deficiencies, and application of health and safety rules.
  - Solicits feedback from surgeons to determine opportunities for improvement related to supply management, equipment, staff competency and performance, and educational needs.
  - Participates in program planning and attends specialty focused meetings as appropriate.
  - Participates in capital budget planning sessions with specialty surgeons providing supportive documentation/evidence of need during the budget process as appropriate.
- Demonstrates expertise in the operation of complex machinery/equipment resources used in the Operating Room for area of specialty focus:
  - Maintains appropriate inventory as necessary.
  - Guides the intraoperative use of the machine to assure safety and efficient use.
  - Serves as a troubleshooting resource in department for use of equipment.
  - Assists Materials Coordinator in coordination of usage and loan of equipment to assure proper distribution and availability throughout the service.

### Education

- Assists in creating an environment conducive to learning and sharing of area of expertise:
  - Precepts Surgical Technologists to scrub role for specialty focus area.
  - Primary Surgical Technologist resource for surgical specialty focus area.
  - Participates in teaching, guiding, and evaluating the performance of peers during orientation and annual review in collaboration with Education Specialist, Specialty Resource Nurse, and OR Supervisor.
  - Assesses unit-wide learning needs and participates in planning activities to meet those needs.
  - Functions as a positive role model.
  - Identifies and communicates educational needs with Education Specialist and Supervisor.
  - Seeks out learning experiences to maintain specialty focus area competency.
  - Shares knowledge gained through participation in continuing education activities with peers and develops plan for shared learning with Education Specialist and CTL.
  - Actively seeks information from other personnel and written aids when unfamiliar/uncomfortable with assigned procedure within specialty focus area scope.

### Leadership

- Contributes and supports the effective management of the unit:
- Facilitates teamwork by willingly assisting other team members in such activities as room cleaning, turnovers, case set-ups, patient transport, instrument cleaning, etc. in a timely manner.

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- Initiates cost control by efficient use of patient and unit supplies through quality control and materials management.
- Works in tandem with service Care Team Leader (CTL) as service leader and resource person, covering for CTL when needed.
- Participates in interviewing applicants for team/department open positions along with Leadership, Educators, CTLs.
- Communicates effectively with patients, families, professionals, supportive personnel and others:
  - Displays professional attitudes and behaviors (trust, respect, honesty, and caring).
  - Participates in and supports others in group decision making.
  - Demonstrates behavior which results in expressed acceptance from co-workers and colleagues from other disciplines.
  - Demonstrates effective strategies to manage stress and resolve conflict.
  - Respects patients' rights to privacy, safety, and dignity.

### Quality Improvement/Research

- Assists quality assurance/improvement and research activities and participate in developing process improvement plan using A3 methodology:
  - Participates in data collection.
  - Identifies recurring practice problems in specialty areas and reports to appropriate individual and participates in problem resolution process.
  - Participates in data collection for research projects under the direction of an RN.

**All duties and requirements must be performed consistent with the UW Health Service and Performance Standards.**

### JOB REQUIREMENTS

Education	Minimum	Successfully completed a surgical technologist program
	Preferred	
Work Experience	Minimum	Minimum of two (2) years recent surgical tech experience in specialty surgery
	Preferred	Three (3) years recent surgical tech experience in specialty surgery Past leadership experience.
Licenses & Certifications	Minimum	Basic Life Support/CPR
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Coordinate and updates procedural cards for surgical specialty focus area</li> <li>• Successful completion of service specific portion of the UW Health Surgical Technologist competencies.</li> <li>• Strong communication skills/customer service relations.</li> <li>• Ability to function effectively as a mentor &amp; team player.</li> <li>• Excellent organizational/priority setting skill.</li> <li>• Recommends cost containment strategies to increase organizational fiscal outcomes.</li> <li>• On-call (May be a requirement depending on the position). Call response time of 45 minutes (45 minutes from phone call, dressed in scrubs and reporting to charge nurse)</li> </ul>

### 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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<b>PHYSICAL REQUIREMENTS</b>				
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>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
X	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - 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.