

Certified Surgical Technician (CST)

Part Time



South Portland Surgical Center

Certified Surgical Technician (CST) needed for multi-specialty ambulatory surgery center. Ideal CST candidate will have experience in a fast-paced setting working in the specialties of orthopedics, ENT and general surgery; demonstrate the ability to work as a hands on skilled CST clinical member; communicate with surgeons and staff in a clear concise manner and be an integral part of the O.R. team that is focused on excellent patient care.

The position is part-time with very competitive wage pay, no weekends, call or holiday shifts.

Job Summary

Performs a variety of duties in the department as a member of the surgical team. Scrubs on all types of cases performed at the Surgery Center including general, orthopedic, ENT, plastic surgery, and podiatric cases. Assists in preparation for cases by “picking cases” and set-up and maintenance of sterile field, cleaning, putting sets together for sterilization and sterilizing each set post-op. May also function as surgeon’s second assistant.

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.

Key Areas of Responsibility

- Prepares for next day scheduled procedures by pulling cases, by using surgeon’s preference cards to assure that all necessary supplies, instruments and equipment are available. Labels cases and prepares “needs list” accurately.
- Demonstrates appropriate sterile and aseptic techniques, at all times in the Surgery suite.
- Demonstrates appropriate dress, according to policy, at all times in the surgery suite.
- Performs scrub tech and surgery assistant function according to AORN Recommended Practices and unit policies:
- Performs appropriate hand scrub at beginning of day and for each case thereafter.
- Dons sterile dress appropriately, using closed glove techniques.
- Demonstrates set-up and maintenance of the sterile field for all assigned cases.
- Demonstrates instrument set-up, arranging instrumentation, equipment and supplies on the mayo and back table(s) as appropriate for the assigned case and according to AORN Recommended Practices, the Surgery Center’s policy and the surgeons preference card.
- Anticipates needs of the surgeon and other members of the surgical team, such as instrumentation, sponges, sutures, suction and bovie (intra-operatively).
- Passes instruments to members of the surgical team in a safe manner and in such a way as not to divert attention away from the operative field, whenever possible.
- Handles sharps appropriately, per policy, so as to safeguard other members of the surgical team.
- Manages the operative field, including drapes, equipment, and instrumentation, during the procedure and in a manner which assures maintenance of the sterile field.
- Assists in observing the patient, during the operative procedure, for complications such as hemorrhage and furnishes equipment and supplies to provide for optimum patient outcome.
- Handles specimens appropriately, per the Surgery Center’s policy.
- Assists in application of sterile dressing prior to removal of drapes from field.

- Prepares clean and contaminated instruments and supplies utilized in the Surgery suite for transport, in an appropriate manner, and transports to decontamination for processing and re-sterilization.
- Demonstrates care of delicate instrumentation by proper handling and storage of instruments used on assigned cases.
- Assists in disinfecting, cleaning and preparation for sterilization, any instruments, equipment, and supplies utilized at the Surgery Center.
- Demonstrates knowledge and ability to operate equipment used in processing, instrumentation, such as ultrasonic cleaner, washer-disinfector, Steris and autoclave, using the appropriate settings.
- Assists in surgery suite maintenance including case preparation, turn-over, and terminal cleaning. Follows AORN Recommended Practices and the Surgery Center's policy.
- Assists with inventory control and stocking of supplies; complies with cost containment monitoring.
- Assists visitors, staff and physicians, utilizing good guest relations.
- Acts as a resource person to other members of the staff.
- Adheres to all infection control policies including OSHA guidelines for Universal Precautions for exposure to blood and body fluids, utilizing appropriate personal protective equipment (PPE) and sharps handling.
- Assists in orientation of new personnel, students, and approved programs.
- Participates in the Quality Management.
- Attends and participates in in-service programs, communication groups, and staff meetings.
- Prioritizes job responsibilities to facilitate optimum patient care and utilization of resources.
- Demonstrates flexibility in meeting the needs of the Surgery Center and the clinical units.
- Maintains all required certifications. Performs effectively in an emergency situation.
- Works in a spirit of teamwork and trust; conducts self in professional manner and maintains professional boundaries in working with others.
- Acts in a way that is respectful to patients, families, and co-workers at all times.

Education, Experience, Licensure / Certification Requirements

- High School diploma or equivalent.
- Graduate of an accredited training program. Certification (CST) preferred.
- Current CPR licensure.
- Strong organizational skills and attention to detail.
- Ability to function in a fast-paced, service oriented environment.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before customers or employees of organization. Demonstrates good interpersonal communications skills. Must be able to speak and understand English as well as written communication.

Other Skills and Abilities

- Strong organizational skills and attention to detail.
- Ability to function in a fast-paced, service oriented environment.
- Demonstrates good interpersonal communication skills.
- Requires prolonged periods of standing in place and walking.
- Ability to work with a minimum of supervision and to organize work in order of importance.
- Requires manual dexterity to handle instrumentation, hearing to understand verbal instructions and near vision to distinguish supplies and instrumentation.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully
- Develops alternative solutions; works well in group problem solving situations
- Uses reason even when dealing with emotional topics
- Technical Skills – Assessing own strengths and weaknesses; Strives to continuously build knowledge and skills; Shares expertise with others.
- Clinical Competencies – Tests and exercises to be completed prior to each evaluation.

Working Conditions / 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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance and stoop, crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

- Normal hospital environment with exposure to chemical odors, cleaning solvents, and other hazardous materials.
- Exposure to possible injury when working with electrical equipment and lasers which requires care and following proper safety procedures.
- Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs

Bloodborne Pathogens

Based on the OSHA guidelines for protection against occupational exposure to Hepatitis and HIV, this position is described as Category I. This means that this position has exposure to blood and body fluids. Policies are in place for Universal Precautions identifying exposure risks and appropriate barrier protection.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.