

 Job Description

**Job Title:** Certified Surgical Technician

**Classification**: PRN /Non-exempt

**Education Required**: High School Diploma/GED required.

**Reports to**: Surgery Dept. Head

**Creation Date**: 03/11/2014

**Revised Date**:

**THERE WILL BE TIMES WHEN THE EMPLOYEE WILL BE ON CALL.**

**Job Summary:**

The Certified surgical technician assists surgeons in the operating room environment by preparing surgical equipment and supplies, as well as preparing patients for surgery.

**Essential Duties and Responsibilities:**

* Prepare the operating room and set up surgical instruments.
* Assist the surgeon and surgical team during procedures, following proper procedure and sterile technique.
* Clean and sterilize equipment and instruments.
* Order supplies and maintain equipment.
* Suture incisions.
* Other duties as may be assigned.

**Job Requirements**

**Education:** Graduate of an accredited or military Surgical Technician program.

**Certification/Licensure:** Certified with National Board of Surgical Technology and Surgical Assisting

**Experience:** At least two (2) years’ experience in a surgical environment.  Previous suturing experience preferred. Maintain a safe, secure, and healthy work environment by following policies and procedures, professional standards, as well as federal, state and local requirements. Excellent interpersonal and communication skills required. Must be able to multi-task and remain calm under pressure.

**Physical Requirements:** Frequent standing, walking and sitting. Ability to bend, stoop, reach and pull. Must be able to lift 100 lbs without assistance. Good visual acuity.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_