

# MSC Job Posting

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**Part-Time (32 hrs pp)**

***Surgical Tech***

**2 – 8's each week**

**Variable Work Days/Shifts**

**(no weekends or on-call)**

**Please see Tammie if interested.**



**Job Description Attached**

***Internal Posting 10/17/18 @ 3:30 p.m.***

## Michigan Surgical Center Job Description

**Position:** Surgical Technician

**Status:** Hourly x Salaried \_ Exempt \_ Non-exempt x

**Reports to:** Charge Nurse

**Purpose:** Under the direction of a Registered Nurse is responsible for assisting surgeons, anesthesiologists, and nurses in the care of patients in the operating room. Will be required to assist in other areas. Performs other duties as assigned.

### Functions:

All functions are essential unless otherwise noted.

- A. Maintains knowledge and practice of aseptic technique.
- B. Assists the circulating nurse in preparation for the surgical procedure and during turnovers between procedures.
- C. Prepares sterile field for surgical procedure, ensuring proper instruments and supplies are available for use.
- D. During the surgical procedure:
  - 1. Anticipates needs of surgeon and the passing of instruments and supplies.
  - 2. Functions as assistant when needed.
  - 3. Obtains counts with circulating nurse.
  - 4. Cares for specimens according to procedure.
- E. Maintains equipment, supplies, and environmental safety.
- F. Maintains knowledge of current trends in surgical procedures and instrumentation.
- G. Participates in in-services, committees, etc.
- H. Functions as preceptor to new employees.
- I. Performs additional duties as assigned.

### Working Conditions:

- A. Potential for exposure to blood borne pathogens and other infectious diseases.
- B. Extensive walking, standing, lifting, pulling, and pushing associated with patient care.
- C. Potential for chemical exposure.
- D. Unpredictable mealtimes; breaks are scheduled around patient needs.

**Qualifications:**

- A. High School diploma or GED
- B. Certification recommended.
- C. Completion of accredited course in surgical technology or prior experience as Surgical Technician. Scrubbing experience in appropriate specialties.
- D. Skilled in utilizing a variety of surgical equipment and instrumentation.
- E. Interpersonal skills to effectively and appropriately communicate with patients, families, physicians, and co-workers.
- F. Able to demonstrate the knowledge and skill necessary to provide care based on physical, psychosocial, educational, safety and related criteria, appropriate to the age of the patients cared for, which range from infants to the elderly.

**Date:** April 1998  
**Date reviewed:** April 2000  
**Date reviewed:** April 2002  
**Date revised:** April 2004  
**Date reviewed:** April 2006  
**Date reviewed:** April 2008  
**Date revised:** July 2011  
**Date to be reviewed:** April 2012

This description is intended to indicate the kinds of activities and levels of work difficulty required for positions with this title and should not be construed as declaring the specific duties and responsibilities of any particular position. The duties described should not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.