

# JOB DESCRIPTION/PERFORMANCE EVALUATION FORM

**Position:** Surgical Technologist

<b>POSITION TITLE:</b> Surgical Technologist	<b>DEPARTMENT:</b> Perioperative Services Technologist
<b>APPROVED BY:</b> OR/Outpatient Services Leader	<b>IHA JOB CODE:</b> <a href="#">Click here to enter text.</a>
<b>LATEST REVIEW OF JOB DESCRIPTION:</b> June 2014	<b>LATEST REVISION OF JOB DESCRIPTION:</b> June 2014
<b>FORMER REVISION:</b> March 2013	<b>EXEMPTION STATUS:</b> Exempt                      Non-exempt      x

## Job Summary:

Knows and applies current theory, principles of care and procedures in performing the following functions appropriate to the age of the patient in the delivery of quality care and services; Patient care activities including Scrub and Central sterilization, Maintains a safe and clean care environment, Consistently contributes to department operations and communications, Behaves in a manner consistent with the Mission and objectives of Davis County Hospital and performs other duties as requested.

## JOB QUALIFICATIONS:

### Education and Training:

High School Diploma/GED required. Graduate from accredited Surgical Technology Program and one year experience or two years previous experience as Surgical technologist required.

### Licensures/ Certifications:

BCLS required within 30 days of employment. Certified Surgical Technologist preferred.

### Experience:

See above

### Skills and Abilities:

Good verbal and written communication skills. Motor coordination and manual dexterity required. Organizational and problem solving skills required. Adaptable to changing work schedules and patient needs. Responsible for the knowledge, awareness and the practice of the Davis County Hospital's Safety, Quality(CQI), Behavioral Standards and Corporate Compliance Plan.

## REPORTING RELATIONSHIPS:

Reports to: OR/Outpatient Services Leader

Supervises: None

**Security Access:** **Based on matrix in HR- each position will be assigned "HIGH", "MEDIUM", or "LOW"**  
Employee has access to restricted or confidential patient/financial information and must comply with the terms of Davis County Hospital Security Policies as it applies to their job role.

<b>JOB PERFORMANCE DEFINITIONS:</b>
<b>5 – Outstanding.</b> Consistently performs above the job expectations, continuously producing high quality results.
<b>4 – Exceeds Job Requirements.</b> Often performs above the job expectations, often producing high quality results.
<b>3 – Fully Competent.</b> Employee successfully performs all essential job functions on a continuous basis. May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a “3” if they are progressing at expected levels.
<b>2 – Below Job Requirements.</b> Usually successfully performs most job functions. May occasionally not meet some performance expectations.
<b>1 – Unsatisfactory.</b> Employee may meet some requirements of the job, however, one or more primary job functions need improvement
<b>Reminder:</b> Comments must be added for each area in which the standard has been exceeded (4 & 5's) or the standard is below (2 & 1's). Performance Improvement Plans also need to be developed for standards that is below (2 & 1's). See HR for the PIP form.

Duties and Responsibilities					
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.					
	Evaluation				
1. Under the registered nurses supervision, assists with nursing activities required during operations. Assures the maintenance of a safe, clean and sterile environment.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
2. Utilizes standard precautions at all times. Assists in clean up of surgical suite; proper disposal of linens and trash including sharps. Cleaning, checking, wrapping and sterilizing of instruments.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
3. Assists in the monitoring, stocking and ordering of proper supply inventory. Assists in maintaining equipment. Completes patient charges as appropriate to services.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
4. Maintains own skills, staying current in equipment and procedure, set-up and maintenance. Completes annual competencies.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
5. Demonstrates ability to assess patient and unit needs, communicating these to RN or appropriate person(s).	5	4	3	2	1
Comments:					

Click here to enter text.					
6. Actively participate in unit meetings, in-services and committees as assigned. Follows and assists in the implementation and interpretation of Policies and Procedures.	5	4	3	2	1
Comments: Click here to enter text.					
7. Self-motivated and able to make appropriate decisions, keeping RN's and others appropriately informed and supporting the organization's philosophy and decision. Able to prioritize and manage time efficiently.	5	4	3	2	1
Comments: Click here to enter text.					
8. Communicates with others (verbally and non-verbally) in an appropriate and timely manner, demonstrating tact, sensitivity, and ability to deal with people beyond giving and receiving instructions.	5	4	3	2	1
Comments: Click here to enter text.					
9. Adheres to and promotes the established values of the organization; Customer service, Safety, Compliance standards and all others.	5	4	3	2	1
Comments: Click here to enter text.					
10. Reviews Policy & Procedure manuals annually.	5	4	3	2	1
Comments: Click here to enter text.					
11. Attends at least 75% of all department meetings and Huddles.	5	4	3	2	1
Comments: Click here to enter text.					
12. Completes annual OSHA training.	5	4	3	2	1
Comments: Click here to enter text.					
13. Ability to work "Call shifts," traveling and working during sleeping hours, then responsible for regular shifts as usual.	5	4	3	2	1
Comments: Click here to enter text.					
Click here to enter text.	5	4	3	2	1
Comments: Click here to enter text.					
Click here to enter text.	5	4	3	2	1
Comments: Click here to enter text.					

Behavior Expectations for all Employees					
	Evaluation				
<b>Mission and Commitment-</b> Demonstrates commitment to DCH mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Personal Characteristics/Ethics-</b> Acts with integrity. Builds relationships on trust and respect. Holds self and others accountable; admits mistakes and learns from them.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Customer/Patient Focus-</b> Makes customers/patients and their needs a primary focus. Is dedicated to meeting the expectations of internal and external customers/patients. Represents organization in a positive and professional manner. Solicits customer/patient feedback and uses it for improvement in service.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Teamwork-</b> Actively participates as a team member to work toward completion of goals.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Continuous Improvement-</b> Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Excellence</b> – Demonstrates passion for excellence in day to day work activities. Delivers high quality results on time, contributes to departmental/organizational quality and / or process improvement efforts.	5	4	3	2	1
Comments: <a href="#">Click here to enter text.</a>					
<b>Collaboration /Communication-</b> communicates and interacts appropriately with all personnel, is open to others' ideas and opinions, supports the department's/organization's efforts, maintains confidentiality, is viewed by others as an example of professional, considerate behavior. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change.	5	4	3	2	1
Comments:					

Click here to enter text.					
<b>Stewardship-</b> Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates social responsibility. Is green	5	4	3	2	1
Comments: Click here to enter text.					
<b>Orientation-</b> Assists with new employee orientation. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation.	5	4	3	2	1
Comments:Click here to enter text.					
<b>Dress Code-</b> Wears ID badge at all times. Follows DCH dress code policy.	5	4	3	2	1
Comments: Click here to enter text.					
<b>Attendance-</b> Maintains proper attendance- stays within attendance policy guidelines. Regular/reliable attendance is required. Demonstrates flexibility in scheduling.	5	4	3	2	1
Comments: Click here to enter text.					
<b>Safety-</b> Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes incident reports according to policy for work-related illness or injury. Follows all established infection control practices. Assists in maintaining a safe environment at DCH. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner.	5	4	3	2	1
Comments: Click here to enter text.					

<b>Physical Demands/Work Environment</b>
<p>The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors. The worker is required to wear a facemask, gown and/or gloves. Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.</p>

**PHYSICAL ACTIVITY REQUIREMENTS:** (Constant = 67 - 100% of work day, Frequent = 34 - 66% of work day, Occasional = 33% or less of work day.)

Constant	<p><b>BALANCING:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</p> <p><b>REACHING:</b> Extending hand(s) and arm(s) in any direction.</p> <p><b>STANDING:</b> Particularly for sustained periods of time.</p>
Frequent	<p><b>STOOPING:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</p> <p><b>WALKING:</b> Moving about on foot to accomplish tasks, particularly of long distances.</p> <p><b>PUSHING:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</p> <p><b>PULLING:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.</p> <p><b>LIFTING:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.</p> <p><b>FINGERING:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.</p>
Occasional	<p><b>CLIMBING:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</p> <p><b>KNEELING:</b> Bending legs at knee to come to a rest on knee or knees.</p> <p><b>CROUCHING:</b> Bending the body downward and forward by bending leg and spine.</p> <p><b>CRAWLING:</b> Moving about on hands and knees or hands and feet.</p>

**PHYSICAL REQUIREMENTS:**

**Heavy work:** Exerting up to 65lbs. push/pull (force to move frequently, and lifting up to 50 lbs. occasionally, and lifting up to 40 lbs. frequently, and lifting up to 20 lbs. constantly, to move patient and/or objects.

VISUAL ACUITY REQUIREMENTS:

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing repetitive work or to performing continuously the same, according to set procedures sequences, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

Goals- mutually set between employee and leader			
		Met	Not Met
Current	1 Click here to enter text.		
	2 Click here to enter text.		

	3 Click here to enter text.		
Future	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		

In signing this report the employee does not indicate agreement, but acknowledges he/she has received it. If he/she wishes to add a written statement concerning any part of the report, he/she may use the section below or attach an additional page.

I am attesting that I have reviewed the Employee Confidentiality Statement, the Standards of Conduct, and the DCH Behavioral Standards.

\_\_\_\_\_  
Employee signature/date Department

\_\_\_\_\_  
Manager signature/date

\_\_\_\_\_  
Senior Team signature/date