

Job Description



Title/Position: Surgical Technologist or LPN/RN

Department: Surgery

Reports To: Director of Peri-Operative Services

Days/Hours: Monday – Friday, 8-hour shifts

FLSA Status: Non-exempt (Hourly)

Wage Scale: \$25-\$51.48

Effective: 9/18/2024

Reviewed: 3/12/2026

JOB SUMMARY:

The Surgical Technologist is a vital part of the surgical team who assists surgeons, nurses, and other operating room staff before, during, and after surgical procedures. The Surgical Technologist demonstrates technical competencies and knowledge of sterile technique, operating room policies and procedures, equipment, supplies and instruments used in the operating room. The Surgical Technologist also demonstrates technical competencies and knowledge of central sterile processing.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
 - Confidentiality of all data, including resident, employee, and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
 - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
 - Uses tactful, appropriate communication in sensitive and emotional situations.
 - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
 - Promotes positive public relations with residents, family members, and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

Education/Experience/Credentials

- Graduate of an accredited Surgical Technology program, Certified Surgical Technologist (CST) preferred (or eligible)
AND/OR

- Current LPN or RN license in good standing. Previous surgical, perioperative, or procedural experience preferred. Willingness to complete on-the-job training to function in the surgical technologist role as needed.

ESSENTIAL FUNCTIONS:

Primary Responsibilities

- Maintains sterile field. Identifies the structure and function of body parts and recognizes common disorders of the body. Anticipates sequence of procedures. Hands surgical instruments to surgeon. Displays dexterity in the use of surgical instruments and knowledge of the step-by-step procedures for specific procedures. Prepares special equipment and supplies and verifies functionality prior to use. Facilitates exposure of the anatomical area for the procedure. Handles medications as directed by physician/nurse and keeps containers, which hold medication, labeled. Prepares sutures and stapling equipment. Cuts sutures as directed by physician. Participates in identification and handling of specimens. Communicates vital information to team members in the room. Assist with or prepares and apply dressings. Conducts and reports sponge, instrument and sharps count with circulating nurse. Gives complete and detailed report to relief personnel. Ensures terminal cleaning of room and readiness for next procedure.

Patient Care

- Provides a safe, efficient environment for the surgical patient. Recognizes the importance of teamwork, consideration and cooperation in providing efficient and effective services to patients. Able to remain calm and focused in a fast-paced environment. Identifies emergency situations and uses sound judgment in instituting established procedures.

Professional Growth

- Functions in all specialty areas doing both routine and special procedures, in and outside of the Operating Room as needed. Takes initiative to keep self-updated as to new surgical procedures, equipment or information relating to the department and the patient. Develops and improves skills in assisting the surgeon and the organization of work by learning to use economy in time, motion and material. Demonstrates concern for cost-containment while maintaining high quality care.

Working with Delegation

- Willingly accepts delegation of tasks that are within the job description and own competence level. Consistently seeks clarity and/or direction when tasks or assignments are unclear, outside job description, or outside of competency level. Seeks appropriate assistance when needed from healthcare team members to ensure the safe administration of patient care.

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING			X	
WALKING			X	

SITTING			X		
REACHING ABOVE SHOULDERS		X			
REACHING AT WAIST LEVEL		X			
REACHING BELOW KNEE		X			
CLIMBING	X				
LIFTING ABOVE SHOULDER <10 LBS		X			
LIFTING ABOVE SHOULDER > 10 LBS		X			
LIFTING FROM FLOOR TO WAIST <10 LBS		X			
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X			
LIFTING FROM FLOOR TO WAIST >30 LBS		X			
CARRY WAIST LEVEL <10 LBS		X			
CARRY WAIST LEVEL 10 - 30 LBS		X			
CARRY WAIST LEVEL TO 31 - 50 LBS		X			
CARRY WAIST LEVEL > 50 LBS		X			
PUSHING/PULLING < 20 LBS		X			
PUSHING/PULLING 21 - 75 LBS		X			
PUSHING/PULLING 76 - 150 LBS		X			
PUSHING/PULLING >150 LBS		X			
WRITING		X			
HEARING				X	
SQUAT/KNEELING		X			
REPETITIVE ACTIONS		X			
KEYBOARDING		X			
DRIVING	X				
SPEAKING				X	
SEEING/VISUAL				X	
PHYSICAL ENVIRONMENT					
X	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this

document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____