# **Work Process Schedule**

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| Surgical Technologist (Alternative Title: Operating Room Specialist) |
| **Job Description:** Prepare the operating room by setting up surgical instruments and equipment and prepare patients for surgery |
| **RAPIDS Code:** 1051CB | **O\*NET Code:** 29-2055.00 |
| **Estimated Program Length:** 1 year |
| **Apprenticeship Type:** [x]  Competency-Based [ ]  Time-Based [ ]  Hybrid |

Suggested On-the-Job Learning Outline

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| Prepare for Surgical Procedures |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Prepare the operating room environment according to the surgical procedure
 |  |  |
| 1. Prepare for the specific procedure
 |  |  |
| 1. Establish sterile field
 |  |  |
| 1. Take preoperative precautions
 |  |  |
| 1. Prepare the patient and surgical team
 |  |  |
| 1. Participate in surgical time out
 |  |  |

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| Perform Intraoperative Duties/Activities |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain the operating room environment according to surgical procedure
 |  |  |
| 1. Provide the surgical team members with supplies required for the procedure
 |  |  |
| 1. Assemble and test materials and specialty equipment during surgery
 |  |  |
| 1. Anticipate needs during surgery
 |  |  |
| 1. Provide intraoperative assistance when delegated by a surgeon
 |  |  |
| 1. Handle medications, solutions, and specimens appropriately
 |  |  |
| 1. Perform closing sponge, needle, and instrument counts
 |  |  |

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| Perform Postoperative Procedures and Room Turnover |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Conduct postoperative patient care
 |  |  |
| 1. Dispose of waste
 |  |  |
| 1. Conduct room turnover after surgery
 |  |  |

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| Assist Circulator |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Assist with/provide patient care
 |  |  |
| 1. Assist with supplies and equipment
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| Recognize and Demonstrate Knowledge of the Maintenance of Surgical Supplies/Equipment |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Wash and decontaminate instruments
 |  |  |
| 1. Ultrasound, milk, rinse and dry instruments
 |  |  |
| 1. Assemble instrument trays
 |  |  |
| 1. Prepare for and operate sterilizers
 |  |  |

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| Provide Safe Environment |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain a safe preoperative environment
 |  |  |
| 1. Maintain a safe intraoperative environment
 |  |  |
| 1. Maintain a safe postoperative environment
 |  |  |
| 1. Practice precautions with critical equipment
 |  |  |
| 1. Practice general safety precautions
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| Perform Departmental Responsibilities |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Receive/participate in dept. communications
 |  |  |
| 1. Inventory supplies
 |  |  |
| 1. Rotate supplies
 |  |  |
| 1. Order supplies
 |  |  |
| 1. Create/update surgeon preference cards
 |  |  |
| 1. Attend inter/intra departmental committees
 |  |  |
| 1. Maintain cleanliness of department
 |  |  |

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| Maintain Professional Responsibility |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain institutional competencies
 |  |  |
| 1. Practice cost containment
 |  |  |
| 1. Attend/contribute to in-service classes
 |  |  |
| 1. Evaluate new equipment
 |  |  |
| 1. Precept new employees/students
 |  |  |
| 1. Participate in performance improvement activities
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Suggested Related Instruction Outline

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| Provider |
| **Name:**  |
| **Address:**  |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** 144 |

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| **Course Number** | **Course Title** | **Contact Hours** |
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