# **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:**  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 |  |  |

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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