

NORTHEAST MONTANA HEALTH SERVICES - WOLF POINT CAMPUS

JOB DESCRIPTION
SCRUB NURSE/TECH

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF NURSING**

PURPOSE OF YOUR JOB POSITION

To assure all surgical cases are prepared for and proceed in an aseptic, proficient, and professional fashion.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families, and visitors.
5. Is willing to work beyond normal working hours, weekends, and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Graduated from an approved School of Nursing, or has had extensive training in surgery.
2. Must have worked in Med/Surg. for at least 2 years.
3. Must have High School diploma or GED Equivalent.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work a rotating schedule with on call status for the operating room.

2. Must be able to lift and move patients. Must be able to lift a minimum of 50 pounds.
3. Must be able to work on feet all day and free of any lack of mobility problems.
4. Must be able use hands for long durations.
5. Must be able to speak the English language in an understandable manner.
6. Must be able to cope with the mental and emotional stress of the position.
7. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
8. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
9. Must be in good general health and demonstrate emotional stability.
10. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
11. Must have knowledge of names of instruments and supplies.
12. Must have medical terminology knowledge.
13. Must be able to work as a team.
14. Must display ability to always maintain absolute confidentiality.

MAJOR RESPONSIBILITIES

1. Responsible for instruments and setting up Operating Room.
 - a. Assists in preparing OR for surgery - damp dust and putting out necessary supplies.
 - b. Assembles instruments needed for specific cases and assures they are sterile.
 - c. Knowledge and operation of all autoclaves.
2. Responsible to assist the surgeon with the procedure.
 - a. Assists the surgeon with the procedure.

3. Responsible for sponge, instrument, and needle count.
 - a. Does needle, sponge and instrument counts at the start of a case, before the closure of wound and at the closure of the skin.
4. Responsible for cleaning instruments and OR suite after the case and chart documentation.
 - a. Follows policies and procedures in Surgery and in ER.
5. Responsible to assist the physician in the ER when on call.
 - a. Sets up instruments as needed.
 - b. Cleans instruments and the Emergency Room.
6. Responsible for fixation of specimens.
 - a. Mails to pathology when required.
 - b. Logs into laboratory specimen book.
7. Responsible for set up of special diagnostic procedures.
 - a. Sets up appropriate equipment.
 - b. Assist physician during the study.
8. Responsible to abide by all policies of NE Montana Health Services.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date