



Ophthalmic Scrub Technician

Department: NICLC

Reports to: NICLC Manager

FLSA Status: Non-Exempt /Hourly

Revision Date: 2/6/2019

Summary:

Assists in nursing care and preparation of surgical patients by performing routine and delegated duties. Performs scrub duties, assists when necessary with house-keeping duties and assists in processing storage, and retrieval of supplies.

Minimum qualifications:

- Previous OR experience.
- Graduate of an accredited school of professional nursing or technical certification through JCAHPO.
- Actively interested in out-patient surgery.
- Physically able to perform job requirements, i.e. patient transport, lifting up to 50 lbs., and able to stand on feet for long periods of time.

Knowledge, Skills, and Abilities Required:

- Demonstrates knowledge of the organization, structure, philosophy, objectives, policies, and procedures of NICLC.
- Principles of aseptic and sterile technique.
- Knows fundamentals of anatomy, physiology, microbiology, and sterilization procedures.
- Basic knowledge of surgical procedures and how to use and take care of equipment.
- Medications relevant to eye surgery and anesthesia.
- Awareness of environmental controls.
- Knowledge of nursing skills in patient care.
- Ability to establish effective communications with doctors, patients, and staff.
- Knowledge of job descriptions of those personnel with whom he/she shares patient care.
- Able to analyze own performance and seek guidance from others.
- Demonstrates ability to obtain information on current trends and developments in nursing, outpatient surgery, and ophthalmology care.
- Knowledge of disaster and emergency policies and procedures.
- Knowledge of effective interpersonal relationships.

Duties and Responsibilities:

1. Assists surgeon as scrub nurse and/or first assistant.

2. Drapes or assists in draping the patient.
3. Anticipates surgeon's needs.
4. Performs as directed by surgeon.
5. Assists surgeon with dressings.
6. Abides by sterile technique principles.
7. Assists circulating nurse.
8. Sets up operating room for each case.
9. Checks proper functioning of all equipment when needed.
10. Helps with patient if directed.
11. Assists in care and maintenance of instruments and equipment.
12. Follows cleaning procedures for each.
13. Makes sure all are in good working condition.
14. Understands cleaning, lubrication and sterilization procedures.
15. Involved in cleaning and housekeeping duties.
16. Cleans furniture and tables between cases with approved solution.
17. Performs terminal cleaning procedure.
18. Assists with quarterly and daily cleaning duties.
19. Can perform disinfecting and sterilizing procedures
20. Runs cultures on autoclave when not done by circulator.
21. Performs additional duties on a regular basis, as needed.
22. Does wrapping and packaging of supplies in correct manner.
23. Operates autoclave to sterilize instruments and supplies.
24. Re-sterilizes supplies when needed.
25. Assists with restocking of cupboards as needed.
26. Updates procedure book.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print