

EMORY JOHNS CREEK HOSPITAL
DEPENDENT ALLIED HEALTH PROFESSIONAL
JOB DESCRIPTION

Job Title: Surgical Tech
Department: Surgery
Supervisor: Sponsoring Physician Medical Staff Member(s)
Prepared By: Medical Staff Services

Job Relationships

Works under the direct supervision of a Medical Staff member(s) of Emory Johns Creek Hospital who possesses clinical privileges in the surgical area in which the Dependent Affiliate will practice. Must comply with all requirements and responsibilities established in the Medical Staff Bylaws and Rules and Regulations and Hospital and Medical Staff policies and procedures.

Definition of Position

Dependent Allied Health Professionals are healthcare providers who are authorized by the Medical Staff and Board of Trustees to exercise clinical functions at the hospital.

The Surgical Tech is a Dependent Allied Health Professional or Dependent Affiliate who performs clinical functions under the direction of a Medical Staff member(s) of Emory Johns Creek Hospital who possesses clinical privileges in the surgical area in which the Dependent Affiliate will practice.

Qualifications/Requirements

A. Professional/Personal

The Allied Health Professional shall meet all minimum criteria as established in the Medical Staff Bylaws as follows:

Dependent Affiliates must complete an Application for Clinical Functions on a form prescribed by the Hospital. The application shall require:

1. Information concerning the applicant's professional qualifications, including education, training and documented experience;
2. Information regarding any previous or pending revocation or limitation of the applicant's license, certification or registration to practice any healthcare profession in any jurisdiction and a copy of the current State of Georgia license, certification, or registration;
3. Information regarding past practice, including any previous or pending revocation, suspension, restriction, or non-renewal of authorization to provide patient care services at any healthcare facility;
4. Information regarding past and present physical and mental health, to the extent that such information is relevant to the applicant's current ability to perform the Clinical Functions requested and perform the other duties and responsibilities of Affiliated Professional status;
5. Information regarding involvement in professional liability actions, including any amounts paid by or on behalf of the applicant upon final judgment or settlement of a claim;
6. Personal and professional references, including the names of at least three (3) peers (practicing in the same or a substantially similar profession) who can provide adequate information on the applicant's current professional competence and ethical character.

7. A completed request for specific Clinical Functions;
8. Proof that the Dependent Affiliate is either the employee of, or independent contractor by written contract with one or more Medical Staff members each of whom shall be identified as the Sponsoring Physician;
9. A signed statement by the Sponsoring Physician(s);
10. A copy of any information or material a Sponsoring Physician furnished to or received from the Composite State Board of Medical Examiners or other regulatory body regarding the Dependent Affiliate; and
11. Evidence of professional liability insurance coverage, either through the Sponsoring Physician or otherwise, of a kind and at least such amount established by the Board, which evidence includes the name and address of the malpractice insurer and amount of coverage, and an agreement by the applicant and the Sponsoring Physician, if applicable, to notify the President promptly of any changes in the professional malpractice insurance.
12. Photo identification in the form of an original passport-type photo.
13. Evidence of current certification in CPR.

B. Physical Demands

The physical demands described here are representative of those that must be met by an Allied Health Professional to successfully perform clinical functions of the job.

1. While performing the duties of this job, the AHP is regularly required to stand and walk for long periods; use hands and arms with dexterity; occasionally stoop, kneel, crouch or crawl. The AHP must frequently lift and/or move patients using proper body mechanics.
2. While performing the duties of this job, the AHP should be able to communicate effectively. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

C. Work Environment

The Work environment characteristics are representative of those an AHP encounters while performing the essential functions of this job.

1. While performing the duties of the job, the AHP shall use universal precautions.
2. The risk of occupational exposure to bloodborne pathogens for the AHP in this job is Class I.

D. Competency Assessment/Performance Evaluation

The Allied Health Professional will be evaluated by his/her sponsoring physician(s) at least bi-annually, at reappointment, in accordance with the Medical Staff Bylaws pertaining to Allied Health Professionals on an evaluation form provided by Medical Staff Services.

In instances where the Hospital employs persons who perform clinical functions under the same job description as a dependent affiliate, the dependent affiliate shall be required to undergo the same competency assessment on an annual basis.

E. Responsibilities of the Surgical Tech:

1. Compliance with Bylaws, Rules and Regulations. Allied Health Professionals shall comply with all requirements and responsibilities established in the Medical Staff Bylaws, Rules and Regulations and Hospital and Medical Staff Policies and Procedures. Each Allied Health Professional must agree in writing

prior to the exercise of Clinical Functions or Clinical Privileges to comply with such Bylaws, Rules and Regulations and Hospital and Medical Staff Policies and Procedures.

2. Meeting Attendance. Allied Health Professionals do not have any Medical Staff meeting requirements.
3. Continuing Education. Allied Health Professionals must meet any continuing education requirements imposed by the applicable licensing or regulatory agency or by the Hospital. Continuing education will be routinely considered at the bi-annual review of each Allied Health Professional.
4. Compliance with Hospital Safety, Infection Control. Allied Health Professionals shall comply with all Hospital policies pertaining to Safety and Infection Control.
5. CPR Certification. Allied Health Professionals who provide direct patient care at Emory Johns Creek Hospital shall be required to maintain current CPR Certification.
6. Medical Records. All written entries by an Affiliated Professional in any patient medical record must comply with the Hospital and Medical Staff policies regarding medical records and confidentiality.
7. Supervision. The Sponsoring Physician, if applicable, or his/her designee (who must also be a Medical Staff member) must be available to respond by phone and in person to any Dependent Affiliate sponsored by that staff member. Dependent Affiliates who are independent contractors of the Hospital or employees of independent contractors of the Hospital (other than a Medical Staff member or his/her professional corporation) will be supervised as provided by the applicable contact.

F. Clinical Functions

A Surgical Tech, who has been authorized as an Allied Health Professional under the supervision of a sponsoring physician medical staff member, may perform the following clinical functions to assist in surgery:

- Cut suture, tie, suture, suture skin, suture subcutaneous tissue
- Hold retractors
- Stapling of skin
- Suction of fluid
- Retraction with forceps
- Dressing of surgical wounds
- Catheterization of bladder
- Cauterization of tissue
- Skin preparation
- Give pre-operative and post-operative patient instructions
- Schedule surgical procedures for surgeons
- Apply or remove external extremity immobilizers
- Cut tissue after clamping
- Clamp small bleeding vessels

I have read the above Job Description:

Dependent Allied Health Professional

Date

Sponsoring Physician Medical Staff Member

Date