

## **INSERT LOGO**

**Job Description:** Scrub Tech

**Name:**

**Reports to:** Clinical Lead

**Date:**

**Weekly Schedule:** TBD

### **PURPOSE AND OVERVIEW**

Prepares instruments and surgery suite for all cases. Assists surgeons with instruments during the case.

### **PRIMARY RESPONSIBILITIES**

- Room setup
- Helps drape for sterile field
- Assists doctors and nurses with gowns and gloves
- Assists in EQ and material counts with RN and surgeons
- Cares for and transport specimens
- Checks supplies and EQ needed for surgeries; stock accordingly
- Ensures sterile set up and prep for surgery
- Performs appropriate counts with circulator before and after case
- Maintains sterile standards during case
- Passes instruments, etc. to surgeon during procedure
- Opens sterile supplies and dressings
- Cleans and prepares instruments for terminal sterilization
- Assists team with terminal clean of room
- Preps room for the next case
- Checks patient's chart, verifies surgery to be performed, checks consents
- Transfers patient to OR
- Assists with anesthesia as needed
- Positions patient
- Anticipates additional supplies needed during case
- Accurately records throughout procedure
- Orders all surgical related supplies and maintains inventory
- Orders all patient supplies, medications, surgical supplies, garments, and miscellaneous supplies for the surgical department
- Maintains monthly reports on surgical supplies by case randomly
- Manages and looks for cost savings controls as available

**INSERT LOGO**

**Direct Report:** \_\_\_\_\_

**Team Member Name:** \_\_\_\_\_

**Team Member Signature:** \_\_\_\_\_

**Mentor Buddy:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Weekly Schedule:** \_\_\_\_\_

\_\_\_\_\_

**30 Day review (Date/Time):** \_\_\_\_\_

**60 Day review (Date/Time):** \_\_\_\_\_

**90 Day review (Date/Time):** \_\_\_\_\_