

INSERT LOGO

Job Description: Lipo Technician

Name:

Reports to:

Date:

Weekly Schedule:

PURPOSE AND OVERVIEW

Orders and organizes all supplies and instruments for SmartLipo. Maintains charts, photos, and patient history documentation.

PRIMARY RESPONSIBILITIES

Conduct Two Week Pre-Op:

- Completes patient checklist: garment, ride, overnight care, weight, and measurements
- Checks that follow-up appointments are scheduled
- Takes pre-op appointment photos
- Takes operation day photos after markings

Surgery Day: Weigh, Pregnancy Test, Measurements for Chart:

- Identifies the patient on the day of the procedure, verifies the procedure to be performed
- Reviews chart for completeness
- Monitors conditions in the OR and assesses the needs of the patient and surgical team
- Obtains additional instruments, supplies, and equipment as necessary while the surgery is in process
- Positions patient
- Applies monitoring equipment, ground pads, leg strap, etc., prior to the procedure
- Preps skin prior to the procedure and drapes the patient
- Performs "timeout" prior to surgery, completes OR board
- Performs appropriate counts with scrub tech prior to the operation and before the incision is closed. Records on surgical board
- Properly cares for specimens. Label specimen with the patient's name. Place specimen in a specimen bag. Obtain pathology paperwork. Ask the provider what exactly they want to be done. Record note on the OR record that the specimen was obtained, site, etc., and where it was sent
- Assists scrub in placing dressings after incision closure
- Helps transport patient to the recovery room - ensuring their safety

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Lipo Follow-up Appointments:

- SmartLipo follows up with the physician
- Print pictures, update charts, and set up additional appointments as needed

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): _____