

INSERT LOGO

Job Description: Surgical MA Job Description

Name:

Reports to: Lead MA

Date:

Weekly Schedule: TBD

PURPOSE AND OVERVIEW:

Interdependently works with medical staff to support patient care. Maintains charts, photos, and patient history documentation.

PRIMARY RESPONSIBILITIES:

- Identifies the patient on the day of the procedure and 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 patient's 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 the specimen with the patient's name. Place the 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

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): _____