

POSITION DESCRIPTION

Department: Surgical Services Title: Surgical Technologist I, II	
Date Created: 07/01/2026 Next Review Date: 07/01/2028	Reports to: Director of Surgical Services Approved by: <u>Rhianna Montgomery</u> Rhianna Montgomery (Jul 15, 2026 08:14:21 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

As an active member of the operating room team, you will assist the surgeon during operative and invasive procedures by providing high quality surgical patient care. You will also assist in other tasks supporting the patient care process in the operating room suite.

DUTIES & RESPONSIBILITIES

1. The Surgical Technologist demonstrates expertise in the theory and application of the principles of asepsis and sterile technique. This involves combining knowledge of human anatomy, surgical procedures, and the implementation of tools and technologies to facilitate a physician's performance of invasive, therapeutic and diagnostic procedures.
2. The Surgical Technologist is responsible for handling the instruments, supplies, and equipment necessary during the surgical procedure. Understanding the procedure being performed and anticipating the needs of the surgeon, they possess the necessary knowledge and ability to ensure quality patient care during the operative procedures. They remain vigilant for the maintenance of the sterile field.
3. Ensures the operating suite is adequately prepared for the procedure. The Surgical Technologist pulls cases, sets up a sterile field, performs counts, assists in gowning and gloving, and aids in the preparation of the patient for the procedure, including positioning, clipping, skin preps and draping. They also assist with instrument cleaning and sterilizing as needed.
4. Remains alert for hazards that could result in patient injury including but not limited to skin breakdown, burns, lacerations and hypothermia. Utilizes proper safety procedures to protect the patient, self, and others from hazards: including chemical, infectious, and physical risks.
5. Provides interdepartmental transportation of patients, specimens, instruments, equipment, and other items. Utilizes safe patient care when transporting, lifting, and ambulation.
6. Cleans the operating room and maintains orderliness in the work area and utility room as needed.

7. Assists in maintaining, ordering, and stocking supplies to defined par levels in the department. Also orders specialty items requested by surgeons.
8. Respects the privacy and confidentiality of patients, co-workers and Hospital information.
9. Demonstrates effective response to crisis situations within the scope of practice and based upon educational preparation.
10. Works collaboratively with the circulating nurse to charge out the case upon completion, ensuring all charges are accounted for.
11. Learns and assists in maintaining the creation and updating of physician preference cards, as needed.
12. Surgical Technologists must be available to be “on call” and respond physically to the OR within 30 minutes to meet the needs of the operating room after hours.

QUALIFICATIONS

Surgical Technologist I:

- High School diploma or equivalent
- Current registration as a Surgical Technologist with the Washington State DOH.
- Current BLS or Healthcare Provider card.
- Minimum of one-year Operating Room experience preferred.

Surgical Technologist II:

- High School diploma or equivalent
- Current certification as a Surgical Technologist with the Washington State DOH.
- Current BLS or Healthcare Provider card.
- Minimum of one-year Operating Room experience preferred.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Surgery

Job Title: Surgical Technologist I, II

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☐	☐	Walking
☐	☐	☐	☐	Sitting/Standing
☐	☐	☐	☐	Reaching: Shoulder Height
☐	☐	☐	☐	Above Shoulder Height
☐	☐	☐	☐	Below Shoulder Height
☐	☐	☐	☐	Climbing
☐	☐	☐	☐	Pulling/Pushing: 25 pounds or less
☐	☐	☐	☐	25-50 pounds
☐	☐	☐	☐	Over 50 pounds
☐	☐	☐	☐	Lifting: 25 pounds or less
☐	☐	☐	☐	25-50 pounds
☐	☐	☐	☐	Over 50 pounds
☐	☐	☐	☐	Carrying: 25 pounds or less
☐	☐	☐	☐	25-50 pounds
☐	☐	☐	☐	Over 50 pounds
☐	☐	☐	☐	Crawling/Kneeling
☐	☐	☐	☐	Bending/Stooping/Crouching
☐	☐	☐	☐	Twisting/Turning
☐	☐	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☐ Bright

☐ Heat/Cold

☐ Dim

☐ Noise

☐ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☐ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision: ☐ Good ☒ Correctable ☐ Blind

Color Vision: ☐ Normal ☐ Impaired

Hearing: ☐ Normal ☐ Moderate Loss ☐ Deaf

Manual Dexterity: ☐ Good ☐ Fair

Talking/Speech: ☐ Normal ☐ Moderate Loss ☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Surgical Technologist I, II

Final Audit Report

2026-07-15

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