

**POSITION LOCATION(S):** Multiple locations within the Metropolitan Area.

**JOB DESCRIPTION:** The Certified Surgical Assistant provides aid in exposure, hemostasis, closure, and other intraoperative technical functions that help the surgeon carry out a safe operation with optimal results for the patient. In addition to intraoperative duties, the Certified Surgical First Assistant also performs preoperative and postoperative duties to better facilitate proper patient care. The Certified Surgical Assistant performs these functions during the operation under the direct and supervision of the surgeon and in accordance with hospital/surgery center policy and appropriate laws and regulations.

**TYPICAL PHYSICAL DEMANDS:** Physical guidelines include the ability to use a computer, stand/sit for up to twelve hours/day, bend, stoop, twist, assist patients in turning, assist patients in arising from seats in waiting areas, push wheelchair patients, assist patients in arising from returning to wheelchair or exam table; turn a minimum of 50 pounds unaided and over 100 pounds with assistance. Position patients appropriately on the operating room table.

**TYPICAL WORKING CONDITIONS:** Combination of office and hospital settings. Occasional exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic/hospital environment. Some evening, early morning and weekend work may be required.

**EXAMPLES OF DUTIES:**

1. Possess a working knowledge of operating room procedures with respect to attire, infection control, sterile technique, maintaining integrity of the sterile field and draping the surgical patient within the surgeon's guidelines.
2. Assist in moving and positioning patients with regard to planned procedure and with a knowledge of possible injury to patient.
3. Provide retraction of tissue for optimal visualization with regard to tissue type and appropriate retraction instrumentation and/or technique.
4. Assist in maintaining hemostasis by direct pressure, using and applying of appropriate surgical instruments for the task, placement of ties, placement of ligatures, using the cautery, or other measures directed by the surgeon.
5. Clamping, ligation and cutting of tissue per surgeon's directive.
6. Closing off all wound layers (fascia, subcutaneous and skin) as per surgeon's directive. Be familiar with different sutures and suturing techniques to provide desired outcome.
7. Selecting and applying wound dressing, splints (soft or rigid), or other applicable medical equipment as directed by the surgeon.
8. Perform any other duties or procedures incident to the surgical procedure as deemed necessary and directed by the surgeon.
9. Available within a 30-minute response time for evenings or weekend call when applicable.

10. Be an integral part of the OR team: Checking set-up and instruments, monitoring flow, making suggestions when appropriate.
11. Actively participate in outstanding customer service and accepts responsibility in maintaining relationships that are equally respectful to all.
12. Other duties as assigned.

