

Surgical Technologist Orientation guidelines

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During Orientation you will start approximately 0630 every morning unless otherwise informed by the Chief Surgical tech. Lunches are scheduled in accordance with the OR Tech timetable. Be sure to inform one of the techs as well as the Chief Surgical tech when you go on lunch. Just because you are scheduled to leave at a certain time it is not always the case. There is always something to do i.e. restocking and straightening up if your not sure ask the Chief Surgical tech

First week: Days one and two are observation days you will learn basic daily operations of the facility. You will help open for cases and scrub in as observer. During the first week you will be learning how to clean instruments, wrap, and load the autoclave. All will be done under the supervision of the Chief Surgical tech or tech appointed by Chief Surgical tech.

Tier One: cases 1-10

You will scrub in as the back scrub with another tech as the first scrub.

Tier Two: Cases 11-20

You will scrub in as the first scrub with another tech as the back scrub to assist.

Tier Three: Cases 21-30

You will scrub in solo. A tech will be in the room and ready to scrub in if you need to assist with anything.

progression from tier to tier will be determined by performance

**Gramercy Surgery Center
Surgical Scrub Technician Orientation**

Contents	Trainees initials	Chief Surgical tech initials
Morning Opening		
Room Pressure Guide		
Daily Logs		
Autoclave Guide		
Clean Room		
Dirty Room		
Room Stocking Guide		
Expiring Supplies/ Sets		
Set Wrapping/ Peel Packing		
Case Pulling (Basic)		
Closing Procedure		
Count Policy		
Basic instrument set		
scrubbed 5 solo cases with Chief Surgical tech		

Name: _____ Issue Date: _____

Chief Surgical tech Signature: _____ Completion date: _____

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Type of case	# of each case	# of cases preformed
Bariatric/ Laroscopic	10	
Interventional Radiology	10	
Orthopedic/ Arthroscopy	10	
Otolaryngology (ENT)	10	
Pain Management	10	
Podiatry	10	
Radiation Oncology (Brachytherapy)	10	
Urology	10	
General	10	

Name: _____ Issue Date: _____

Chief Surgical tech Signature: _____ Completion date: _____

Morning Opening

- Turn on oxygen/ suction alarm panel
- Temperature/ humidity check (6): clean rooms, Operating Rooms and Procedure Room
- Empty autoclaves, run Bowie Dick test. *See autoclave guide
- Scrub sink temperatures
- Test negative pressure *See pressure guide

Throughout the day there is always something to do. If anything ask Chief Surgical tech.

Suction Unit Guide

Suction units must be turned on once the first patient of the day has arrived at the facility
(Anesthesia will turn on)

(Located in Mechanical Room)

Room Pressure Guide

-Negative pressure for East Wing must be turned on daily. (Anesthesia will turn on)

(Four knobs located in Mechanical Room:

Three must be turned on, one labeled off remains off)

-Negative pressure for West Wing.

(Turns on automatically with the AC unit.)

Daily Logs:

Attention should be paid to the normal ranges. If something is outside the normal range, all attempts should be made to correct it **and** the Nurse Manager, Chief Surgical tech & facility manager Should be notified immediately for further actions.

- Operating Rooms (*temp and humidity*)
- Procedure room (*temp and humidity*)
- Clean Rooms (*temp and humidity*)
- Scrub areas
 - temperature log*
 - negative pressure log*
- Autoclave Rooms
 - Daily receipt log*
 - Cycle time log*
 - Biological test log*

Autoclave Guide

- Whenever operating the Autoclave, all appropriate logs must be completed and signed.
- First cycle of each day must be P7-Bowie Dick test using (SMART PACK II).
- P3 Vacuum may be used throughout the day (unwrapped items).
- P18 Vacuum may be used throughout the day (pre-wrapped Items).
- Biological test is done for any cycle (P18 or P19) with Implants (i.e. K-wires, TI6 set, Synthes screw set).

Clean Room

- Cabinets contain sterile items only. Any unsterile items must be kept on metal rack (on east wing) "Cage". Counter in clean room must remain cleared at all times except while working there.

Dirty Room

- Wearing of PPE is required while cleaning of instrumentation. Sink (with Enzol) and rinse bucket should be filled daily and after each use (per case). Both must be emptied at the end of each day. Restock cabinet when running low.

Room Stocking Guide

-When stocking/ restocking all items must be rotated in order of expiration date in Operating room and Procedure room (First in first out). This is done as needed, and must be monitored as items are used. Do not overstock

Expiring Supplies Guide

-All wrapped and sterilized items have a sterilization date. In House sterilized items are not time sensitive they are integrity sensitive. If the packaging integrity is compromised (strikethrough, ripped wrapping, or just questionable), the package contents are no longer sterile and therefore must be repackaged and re-sterilized before you can be used.

-All other single use items have their own manufactured suggested expiration dates that must be monitored and circulated.

Set Wrapping/ Peel Packing

-All instrument trays and sets must be wrapped and indicators are to be placed in with instruments. Indicators are located with the sterilization tape for wrapped sets and peel packs in the clean room. Proper wrapping techniques must be used to ensure sterility. Peel packs should be used based on size of instrument and properly sealed by folding perforated line. All must be taped and labeled with set name, date it will leave the autoclave, and initials of wrapper.

Case Pulling

- New surgical techs should be able to pull for cases utilizing preference cards.
- All cases for following day will be pulled prior to end of day using preference card then placed in BLUE bins.

Closing Procedure

- Straighten and neaten Operating rooms and Procedure room.
- All items required for following day must be wrapped.
- All equipment required for following day must be placed in Operating rooms and Procedure room.
- Rooms must be adequately stocked for the following day.
- All equipment must be returned to its proper place.