

# **DIVISION SCOPE OF SERVICE**

<b>Division: FAR WEST</b>
<b>Classification: NON-CERTIFIED SURGICAL ASSISTANT</b>
<b>Applicant Name:</b>
<p><b>Non-Certified Surgical Assistant:</b> The Non-Certified Surgical Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b> The Non-Certified Surgical Assistant works under the direct supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Helps in draping sterile field</li> <li>• Checks supplies and equipment needed for surgical procedure</li> <li>• Scrubs, gowns, and gloves</li> <li>• Gowns and gloves surgeon and assistants</li> <li>• Maintains highest standard of sterile technique during procedure</li> <li>• Passes instruments and other appropriate items to surgeon and assistants during procedure</li> <li>• Participates in appropriate surgical counts with the circulator prior to the operation and before incision is closed as per hospital policy</li> <li>• Prepares sterile dressings</li> <li>• Holds retractors or instruments as directed by the surgeon</li> <li>• Sponges or suctions operative site</li> <li>• Applies electrocautery to clamps on bleeders</li> <li>• Connects drains to suction apparatus</li> <li>• Cuts suture material as directed by the surgeon</li> <li>• Applies dressings to closed wound</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b> Surgical services areas including but not limited to hospital operating room, labor and delivery, cath lab, radiology.</p>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by surgeon             <ul style="list-style-type: none"> <li>○ Indirect supervision by surgery department director, site manager or designee</li> </ul> </li> </ul> <p><b>Evaluator:</b> Surgeon / supervising physician in conjunction with surgery department director or designee</p> <p><b>Tier Level:</b> 3</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma /GED or higher</li> <li>• Successful completion of <b>one</b> of the below:             <ul style="list-style-type: none"> <li>○ Surgical Assistant/Surgical Technology training program                 <ul style="list-style-type: none"> <li>▪ Preferred-Education obtained through CAAHEP.</li> </ul> </li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>○ Trained by any of the branches of the armed forces</li> <li>• American Heart Association or Red Cross health care provider BLS Certification</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• One year of operating room experience is preferred.</li> </ul>
<p><b>Competencies:</b></p> <p>The Non-Certified Surgical Assistant will demonstrate:</p> <ul style="list-style-type: none"> <li>• Provides a safe environment for patients <ul style="list-style-type: none"> <li>○ Uses at least two ways to identify patients before treating or performing a procedure</li> <li>○ Labels containers used for blood and specimens in the presence of the patient</li> <li>○ Labels all medications and solutions on and off the sterile field in perioperative and procedural settings</li> <li>○ Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process when possible</li> <li>○ Participates in a time-out immediately before starting an invasive procedure or making the incision</li> <li>○ Participates in appropriate surgical counts with the circulator prior to the operation and before incision is closed as per hospital policy</li> </ul> </li> <li>• Basic aseptic technique <ul style="list-style-type: none"> <li>○ Applies sterile attire including scrubbing, gowning and gloving</li> <li>○ Uses sterile technique for scrubbing, gowning and gloving of other personnel</li> <li>○ Organizes sterile drapes</li> <li>○ Receives sterile equipment via circulating nurse using sterile technique</li> <li>○ Assists with patient dressing application</li> </ul> </li> <li>• Effective communication and interpersonal skills <ul style="list-style-type: none"> <li>○ Coordinates case preparation</li> <li>○ Transfers sterile instruments to surgeon accurately</li> <li>○ Anticipates surgeon needs</li> <li>○ Assists with care of instruments at end of case</li> <li>○ Demonstrates working knowledge of anatomy and physiology</li> </ul> </li> <li>• Infection Prevention <ul style="list-style-type: none"> <li>○ Practices consistent hand hygiene</li> <li>○ Uses personal protective equipment (PPE)</li> <li>○ Required immunizations per Division requirements</li> <li>○ Complies with Isolation precautions</li> <li>○ Maintains sterile field</li> </ul> </li> </ul>
<p><b>References:</b></p> <p>CAAHEP: <a href="http://www.caahep.org">www.caahep.org</a></p>
<p><b>Document Control:</b></p> <ul style="list-style-type: none"> <li>• Cosmetic updates 5/15/2018</li> <li>• Content updates 8/4/2020</li> </ul>

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**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_