

JOB DESCRIPTION

Surgical Services Assistant

Department: Operating Room (OR)
Reports to: Operating Room Manager

JOB SUMMARY

Under the direction and supervision of the Operating Room Manager and Ancillary Staff Coordinator, the Equipment Technician aids in the facilitation of patient care by working concurrently with the OR staff, Anesthesiologist, Surgeons, and all support staff.

The duties of this position will include, but are not limited to:

- Cleaning and troubleshooting of equipment;
- Operating room turnovers;
- Maintenance of relations between equipment sales representatives;
- Surgical positioning of patient;
- Assisting with patient transport;
- Acquiring needed equipment prior to beginning of cases and
- Assisting with room set up

JOB DUTIES & RESPONSIBILITIES

- Responds to equipment end user problems
- Assesses initial complaint to establish whether it is user error or equipment failure
- Performs initial troubleshooting procedures appropriate to the specific type of equipment
- Documents all operator related errors for trending to help identify training needs
- Informs Operating Room staff when equipment is out of service; what to use in its place; and when to expect its return to the department
- Liaison to Plant Operations for scheduling of preventative maintenance
- Maintains all Stryker endoscopy equipment

- Reviews upcoming surgery schedule to ensure appropriate equipment is available and functional prior to procedure
- Assists in set up of operative suite prior to patient arrival
- Aids operative team in proper positioning of the patient
- Safely transports patients between clinical departments
- Assists in room turnovers
- Cross trains in sterile processing

PROFESSIONALISM

- Assumes responsibility for own professional development and practice
- Develops professional goals to maintain and expand clinical competency

COMMUNICATION

- Demonstrates professional use of verbal, non-verbal and written communication skills
- Effectively communicates with:
 1. Medical Staff
 2. Operating Room Clinical Staff
 3. PreOperative and PostAnesthesia Care Unit charge nurses

JOB SPECIFICATIONS

MINIMUM EDUCATION/CERTIFICATIONS

- Basic Cardiac Life Support (BCLS)
- Computer Skills

MINIMUM EXPERIENCE

- Two years experience in a surgical setting

Employee Signature

Date