

## **JOB DESCRIPTION**

### **Operating Room Technician**

<b>Department:</b>	<b>Surgical Services</b>
<b>Effective Date of Description:</b>	<b>11/99</b>
<b>Supervises:</b>	<b>None</b>
<b>Ages of Persons served:</b>	<b>Age 2 through Geriatric</b>

#### **PRIMARY PURPOSE:**

The Operating Room Technician is a professional, responsible for scrubbing on all cases, maintaining appropriate equipment and supplies, and assisting the Operating Room Staff to maintain the daily running of the Operating Room by carrying out support assignments.

#### **ESSENTIAL FUNCTIONS:**

1. Complies with established hospital customer service standards.
2. Responsible for performing as a scrub technician on all surgical cases.
3. Responsible for performing all assigned support duties as the Float Technician, in a manner that provides high quality and safe patient care.
4. Responsible for providing sterile and unsterile instrumentation/equipment, linen and supply set-ups for surgical procedures.
5. Responsible for observing and maintaining aseptic technique throughout operative procedures.
6. Assist RN circulator, with initiating and maintaining sponge, needle, and instrument counts throughout specified operations according to OR Sponge and Needle Count Policy, Joint Commission, and AORN standards.
7. Assist RN with specimen handling during surgery according to OR protocol for handling of specimens, SSH Safety Policy and Infection Control.
8. Consistently observes and anticipates each step of surgical procedures.
9. Must take part in an "ON CALL" rotation, weekend, and holiday coverage system, as required.
10. Assembles equipment necessary for specialty procedures under aseptic conditions.
11. Responsible for assembling all extra instrumentation, supplies, and equipment for "to follow" cases and add-ons.
12. Assist personnel assigned to the room to turn over, clean and set-up for the next case.
13. Responsible for making sure instrumentation is "sterilized" between cases, for the next case.
14. Prepare and set-up all equipment needed for case including but not limited to microscopes, bovie, power and video equipment.

15. Awareness of the religious, ethical and cultural differences among various population groups.

**SECONDARY:**

1. Responsible for training all new personnel on operative procedures to include prepping and draping of operative site.
2. Responsible for assisting in keeping Surgeon Preference Cards current.
3. Responsible for carrying out support assignments required to keep the OR's stocked and organized.
4. Practice effective inter and intra departmental communication skills.
5. Must be willing to work overtime when emergency conditions require additional hours of patient services.
6. Responsible for making sure the patients x-rays are available for the case.
7. Assist the RN circulator in prepping the patient while the RN initiates sponge, needle and instrument count.
8. Acts as a liaison between the OR and Sterile Processing Department.
9. Responsible for returning all extra supplies, instrumentation and equipment to their proper locations after each case.
10. Coordinate with OR Manager in reviewing the preliminary schedule in order to request specialty instruments, equipment and supplies.
11. Deliver PACU bed to appropriate room when notified.

**POSITION REQUIREMENTS:**

Education: High school graduate or equivalent. Graduate of an Operating Room Technician training course or certification after on the job training.

Experience: One year experience as an ORT required.

Skills/Abilities: Must be able to understand written and verbal communications in English.

Physical: In good physical condition to meet the demand of an active position including extensive walking and standing, moderate sitting, stooping, and lifting.

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**Employee Signature**

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**Date**