

HASKELL COUNTY HEALTHCARE SYSTEM

JOB POSTING

Job Title: Operating Room Technician
Supervisor: Registered Nurse, Surgical Services Nurse Manager
Department: Surgery

Job Summary:

Assist surgeon during operative and invasive procedures. Ensure operating suite is adequately prepared for procedure. Monitor PAR level of all surgical instruments and supplies. Clean and sterilize all surgical instruments. Participate in departmental staff meetings and performance improvement activities.

Job Duties:

1. Interact professionally with patient and family.
2. Provide patient with explanations and verbal reassurance as necessary.
3. Adapt procedures to meet individual needs of pediatric, adolescent, adult, and geriatric patients for treatment.
4. Prepare room in a timely manner with all anticipated instruments, sutures, supplies, and equipment for each individual surgical procedure.
5. Demonstrate competence in care of specimens and accurately handle specimens at all times.
6. Assist in positioning, prepping, and draping of patient for surgical procedures.
7. Accurately complete operating room counts (instruments, sponges, needles); follow proper procedure in the event of incorrect count; report all discrepancies to circulating nurse and surgeon and/or correct immediately.
8. Carry out medical/surgical asepsis during treatments/procedures.
9. Maintain safe environment for patient, co-workers and self, per hospital policies and procedures.
10. Check all equipment/instruments needed, prior to each procedure to ensure proper functioning.
11. Protect patient's sensitivities and right to privacy; closely observe patient with minimal disturbance.
12. Follow aseptic technique when opening sterile supplies and setting up procedures.
13. Set up scrubs and prepare for procedures prior to scheduled time, unless otherwise directed by circulating nurse or Nurse Manager.
14. Perform services requiring technical or manual skills under the direction of circulating RN.
15. Always maintain an orderly and sterile instrument table for the purpose of efficiency; follow Department standard setup.
16. Anticipate needs of surgeon during intraoperative phase.

17. Clean and prepare rooms between procedures and after last case; restock supplies when necessary and organize effectively for end-of-case clean up.
18. Fully responsible for care of instruments/equipment during intra/postoperative phase, including cleaning, processing of instruments, and checking dates for sterility.
19. Follow written procedures for steam sterilization; know responsibilities and the necessity for chemical and biological monitoring.
20. Consult with other staff members, when in question or unfamiliar with equipment or procedure.
21. Regularly collaborate with other members of the nursing team in order to maintain equipment and supplies for surgical procedures.
22. Complete documentation within shift and meet current standards, policies, and procedures.
23. Establish and maintain effective communication and good working relationship with co-workers for the patient's benefit.
24. Make decisions reflecting knowledge of facts and good judgment within the Operating Room Technician's scope of practice.
25. Make decisions reflecting knowledge of assigned care and instruments and/or trays to be pulled for the procedure.
26. **All other job duties as assigned by Supervisor.**

Professional Requirements:

1. Meet dress code standards for the department; adhere to policy for "Attire in the Operating Room".
2. Complete annual educational requirements.
3. Wear identification while on duty, use computerized punch time system correctly.
4. Report to work as scheduled, ready to receive assignment at beginning of shift. Minimal absenteeism.
5. Maintain regulatory requirements.
6. Utilize initiative; strive to maintain steady level of productivity; self-motivate. Organization and management of activities reflect due consideration for the needs of the Department.
7. Ensure confidentiality of patient's records.
8. Communicate the mission, goals, and ethics of the facility as well as the focus statement of the Department.
9. Attend annual facility review and department in-services as scheduled.
10. Attend at least our staff meetings, read and return all monthly staff meeting minutes.
11. Actively participate in Continuous Quality Improvement (CQI) activities.
12. Meet physical demands of job.
13. Ability to read and communicate effectively in English, additional languages desirable.
14. Basic computer skills.

Regulatory Requirements:

1. Minimum high school diploma or equivalent.
2. Operating Room Technician Certification or Licensed Practical Nurse – trained operating room technician.
3. Current BCLS certification.
4. Minimum of one (1) year of work experience in the Operating Room.

Physical Requirements:

- Moderate to prolonged standing, walking, sitting, bending, and stooping.
- Moderate to prolonged reading, typing and computer work.
- Ability to perform tasks involving physical activity, which may include assisting with lifting patients exceeding 100 pounds.

Working Conditions:

Subject to exposure to all environmental hazards associated with healthcare and office work.