



## JOB DESCRIPTION FORM

**Job Title:**

Operating Room Technician

**Location:**

FHP

**Job Summary:**

Reports directly to the Nursing Team Leader - Surgi-Center and responsible for maintaining and keeping the operating room before the conduct of surgery. Assists in bringing the patient to the operating room and handles the preparations before and after surgery by washing and disinfecting the area for surgery.

**Duties and Responsibilities:**

1. Maintains and keeps the operating room and ensures everything is running smoothly before the conduct of surgery.
2. Cleanse and disinfect surgical instruments and or equipment after surgeries.
3. Prepare surgical instrument and equipment for autoclaving/sterilization per protocol
4. Maintains and keeps all surgical tools sterile and orderly.
5. Maintains and keeps all equipment clean and functional.
6. Order and maintain adequate necessary supplies in the operating room.
7. Prepares the patient before and after surgery by washing and disinfecting the area for surgery.
8. Prepare necessary equipment and instrument prior to procedure/surgery.
9. Assists in bringing the patient to the operating room.
10. Attends to the needs of the patient while inside the operating room.
11. Assist surgeon during the procedure.

12. Assist nursing staff in keeping patient safe during the procedure by assisting RN with the application of restraints and following the recommended protocol.
13. Takes care of any specimens obtained for testing following laboratory procedures/protocol.
14. Provides assistance to the surgical team and coordinates very closely with the doctors, nurses and laboratory staff.
15. Clean and disinfect operating room area after each procedure/surgeries.
16. Reports any defective equipment and instrument for repair or replacement.
17. Assist other staff in discharging patient as needed.
18. Performs other duties that may be assigned from time to time.

<b>Job Specifications:</b>
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1. Education: Associate Degree or two (2) year course in related field or 4 years experience as a technician with impressive track record
2. Experience: Basic Knowledge of Nursing and Operating Room Procedures and Health Insurance
3. Licensure and/or Certification Required: BLS required
4. Knowledge and Skills: Excellent Verbal and Written Skills
5. Behavioral Competencies: Excellent organizational skills required. Ability to perform well under pressure. Excellent interpersonal skills using the team work concept.