

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Operating Room Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-02	6.798
Full Performance Work	HE-04	6.799

Function and Location

This position works in the Administration Section, Surgical Service Sterile Processing of a hospital or clinic and provides non-nursing support to the surgery crew. The position may be required to work on shifts, including evenings, and weekends and holidays.

Key Duties and Responsibilities

1. Receive, clean off and separate instruments used in surgical cases.
2. Decontaminate instruments by soaking, autoclaving or loading into the washer/disinfector.
3. Visually inspect instruments for damage or imperfection; reassemble instruments into sets. Place instruments into containers or individually wrap instruments for sterilization.
4. Flash autoclave or chemically sterilize instruments according to manufacturer's recommendations, which are required immediately for another surgery.
5. Receive and put sterilized instruments back into sterile instrument carts or cabinets.
6. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
7. Maintains the biological control records of each load sterilized.
8. Monitors recall of hospital prepared and commercial supplies as required.
9. Maintains departmental standards of wrapping and packaging all items.
10. Maintains the department's general tasks and standing assignments.
11. Conducts tests of sterilizing equipment and cultures of selected supplies.

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12. Maintain a clean, well-stocked, safe environment for patients and staff. Keeps patient care and utility areas neat and clean.
13. Communicate and interact with patients and families in a positive and courteous manner.
14. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Transport patients from the various hospital units to the operating room; transfer patients from the gurney onto the surgery table; receive and stock supplies; clean the suction, table and various mechanical equipment in the operating room; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A Central Supply Technician II or designee provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

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Prerequisite Qualifications Required for the Entry Level

Knowledge of: Basic spoken and written English.

Ability to: Read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instructions precisely; learn the name of surgical instruments; learn decontamination and sterilization procedures; learn the proper set up of instrument trays; get along well with others; and participate in the activities of the surgical team.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Sensory: Read handwritten or typewritten instrument tray listings; distinguish shapes, colors and shades of color of surgical instruments; hear the conversational voice.
Coordination and Dexterity: Manipulative skills to wrap/unwrap surgical instruments.
Strength and Stamina: Lift and carry instrument trays up to twenty-five (25) pounds; lift and transfer patients; stand/walk for long periods of time.
Mobility: Transport patient; move around in cramped quarters; bend when stocking supplies.
Other: Work with a variety of cleaning chemicals; decontaminate objects containing blood and tissue.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of work experience in a surgical setting where the primary or basic objective was to provide support to a surgery crew. Such experience must have provided knowledge of decontamination and sterilization procedures; aseptic techniques; universal precautions and safety procedures; maintenance and care of equipment; names of surgical equipment; setting up instrument trays; applicable hospital/facility/program policies and procedures; and the ability to independently decontaminate and sterilize surgical instruments and set up

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instrument trays; and assist and participate in the activities of the surgical team.

Substitutions Allowed:

1. Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician or equivalent may be substituted for all of the work experience required.
2. At least one (1) year of work experience in a Central Supply Unit which included decontaminating and sterilizing surgical instruments; setting up instrument trays; and knowledge of aseptic technique may be substituted for all of the work experience required.
3. Graduation from an accredited college or university with a bachelor's degree in a science related field (e.g. biology, human anatomy, forensic, physics, etc.) may be substituted for up to six (6) months of work experience.

Desirable Qualifications: Ability to learn quickly; be a "team player" and get along well with others; organizational skills; good memory; and be able to work under pressure and meet deadlines.