

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Operating Room Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-02	Job Code	6.798
Full Performance	Pay Grade	HE-04	Job Code	6.799

Function and Location

This position works in the surgery unit/operating room of a hospital or clinic and provides support for perioperative patients under the direction and the supervision of the Nurse Manager or designee. May be required to work on shifts, including evenings and weekends, and holidays.

Key Duties and Responsibilities

1. Prepare and sanitize operating rooms before surgeries, ensuring all surfaces and equipment are properly disinfected. Assist in turnover cleaning. Clean/disinfects surgical suite, including housekeeping functions: Cleaning of all horizontal surfaces, cleaning of high touch areas as defined by Association of Perioperative Registered Nurses (AORN). Cleans floor using a proper disinfectant and removes organic debris and trash. Removes soiled linen, trash, and suction canisters.
2. Ensure proper operating room set up. Anticipates and proactively gather all necessary equipment, case carts, surgical beds, etc. Ensure that all equipment is plugged in and ready for use.
3. Assist in transporting patients to and from the operating room, ensuring patient safety & comfort. Maintain a clean and orderly patient environment. Obtain patient beds as necessary. Change patient bed/gurney linens when necessary.
4. Provide direct support to the physician's and nursing staff by assisting in positioning the patients on the operating table, follow physicians and nursing staff instructions to ensure proper alignment and support.
5. Demonstrate aseptic technique while opening supplies. Able to help locate supplies.
6. Provide direct support to the nursing staff during skin prep of the surgical site by holding lifting & positioning limbs demonstrating aseptic technique.
7. Perform messenger services including transportation of laboratory products, clinical supplies, pharmacy items, central supply items, etc. to achieve productivity results in an efficient manner. Follows protocols and standards for specimen handling and blood products.

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8. Adhere to safety/infection control policies. Maintain strict adherence to sterile techniques to prevent contamination and infection. Report unsafe equipment.
9. Maintain accurate inventory of surgical supplies and materials; receive, move and stock supplies and materials as necessary to keep essential items readily available. Maintain supply outdates.
10. Maintain vacuum/suction units. Dock units as necessary.
11. Maintain and perform required autoclave testing. Ensure that daily tests are completed. Maintain documentation of results.
12. Perform proper documentation in the electronic health record.
13. Collect, dispose and replace surgical bio hazardous waste and sharps in accordance with hospital protocols and health regulations.
14. Maintain a clean, well-stocked, safe environment for patients and staff. Keeps patient care and utility areas neat and clean.
15. Communicate and interact with patients and families in a positive and courteous manner.
16. Demonstrate proper indication and use of Personal Protective Equipment (PPE).
17. 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:

Maintain the department's general tasks and standing assignments. Accept additional assignments related to support functions as needed to provide service excellence to patients, visitors, and hospital staff, complete continuous training & education, and perform other related duties as assigned.

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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 to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

A Registered Professional Nurse 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 to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or equivalent is preferred.

Experience: None Required.

Knowledge and Abilities: Must demonstrate knowledge of the English language and the ability to read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instructions precisely; learn decontamination and sterilization procedures, aseptic techniques, universal precautions and safety procedures; get along well with others; and participate in the activities of the surgical team.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

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Experience: One year of work experience in a surgical setting where the primary or basic objective was to provide support to a surgery crew for perioperative patients under the direction and the supervision of the Nurse Manager or designee.

Knowledge and Abilities: 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; applicable hospital/facility/program policies and procedures; and the ability to independently adhere to safety/infection control policies; perform proper documentation in the electronic health records; and assist and participate in the activities of the surgical team.

Substitutions Allowed:

- a. 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.
- b. At least one year of work experience in a Central Supply Unit or similar setting which included decontaminating and sterilizing surgical instruments; knowledge of aseptic technique and adherence to safety/infection control policies may be substituted for all of the work experience required.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

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.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No