

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Operating Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-04</b>	<b>Job Code</b>	<b>6.761</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-06</b>	<b>Job Code</b>	<b>6.762</b>

### **Function and Location**

This position works in the surgery unit/operating room of a hospital or clinic and assists the Registered Professional Nurse on the surgical team by performing a variety of tasks to ensure that necessary pre-operative and post-operative activities are attended to. The position may be required to work on shifts, including evenings, weekends and holidays.

### **Key Duties and Responsibilities**

1. Patient Care:
  - a. Identify and safely transport patients to the operating room and holding area as directed by the Registered Professional Nurse (RPN).
  - b. Organize information (e.g., charts) and equipment in preparation for patient care activities.
  - c. Prepare the patient for surgery as directed by the RPN.
  - d. Assist the Surgical Technician and/or RPN with case setup.
  - e. Observe and protect patient before, during, and after the surgical procedure by correct positioning, care and use of aseptic techniques as directed.
  - f. Position patient, adjust table and other equipment as directed before, during and following procedure.
  - g. Maintain patient confidentiality.
  - h. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
  - i. Communicate and interact with patients and families in a positive and courteous manner.
2. Materials/Equipment/Supplies:

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Operating Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

- a. Communicate effectively with central supply to obtain supplies in a timely manner.
  - b. Obtain necessary equipment, sterile supplies and positioning aids for scheduled cases according to preference cards.
  - c. Check case cart for completion.
  - d. Understand the function and set-up of equipment and assemble as needed.
  - e. Restock sterile supplies in the operating room as directed.
  - f. Transport clean equipment to the storage area if equipment is no longer needed for a case.
  - g. Properly return sterile supplies to shelves as received from central supply, using appropriate precaution to maintain sterility.
  - h. Check and restock all solution carts and plaster carts; rotate supplies as needed.
  - i. Communicate problems with equipment or supplies to the circulating nurse or charge nurse.
3. Safety/Infection Control
- a. Function as a team member in accomplishing room turnover within an accepted time frame.
  - b. Clean all designated supply areas assigned in accordance with established guidelines and procedures.
  - c. Clean all designated equipment (transport beds, anesthesia equipment, surgical specialty equipment, etc.) in the assigned area in accordance with established guidelines and procedures.
  - d. Check stretchers for safe side rails and safety belts prior to transporting patients.
  - e. Responsible for general upkeep of rooms to provide safe, clean and organized environment for patients/team members.

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Operating Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

- f. Perform between-case cleaning of anesthesia equipment and monitor changing circuits, and tubing.
- g. Report unsafe equipment immediately.
- h. Adhere to safety/infection control policies, procedures, and standards.

### **Other Duties**

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

Act as resource person for other associates; willingly share knowledge that will develop and enhance the orientation process of new hires; attend mandatory in-service training and unit meetings; remain current in policies, guidelines, procedures and standards of practice specific to areas of responsibility; work cooperatively with other staff members, departments and outside services; 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 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 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, unusual, or emergency situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically for completeness and compliance with instructions given.

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Operating Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

### **Prerequisite Qualifications Required for the Entry Level**

**Education:** High school diploma or the equivalency is preferred.

**Experience:** One year of work experience in a surgical setting where the primary or basic objective was to provide support to a surgery crew.

**Knowledge and Abilities:** Must have demonstrated 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 instrument trays; and assist and participate in the activities of the surgical team. Ability to read, write, speak, understand and communicate effectively with others in English; follow oral and written instructions; establish and maintain effective relationships with staff, patients and others.

### **Prerequisite Qualification Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience:** One year of work experience in a surgical setting which provided knowledge of surgical procedures and instruments.

**Knowledge and Abilities:** Must have demonstrated knowledge of safety precautions; sterilization procedures; aseptic techniques; procedures for maintenance and care of surgical equipment; and the ability to participate in the activities of the surgical team; maintain records; respond quickly and take appropriate action in emergencies.

### **Substitutions Allowed:**

Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician, or equivalent may be substituted for all of the required work experience.

### **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

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Operating Room Assistant

(Job Description, Class Specification & Minimum Qualification Requirements)

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