

STAMFORD HEALTH SYSTEM

JOB DESCRIPTION

TITLE: Operating Room Assistant - ORA
DEPARTMENT: Perioperative Services
REPORTS TO: Perioperative Manager
EDIT DATE: 6/11/06
REVISED DATE: 8/11/08

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SALARY RANGE
JOB #
FLSA –
EEO
AAP

JOB SUMMARY:

Under the supervision of the Charge Nurse and professional nursing staff, the Operating Room Assistant (ORA) performs a variety of activities that provide support for the nursing staff within Surgical Services.

MAJOR ACCOUNTABILITIES/CRITICAL RESPONSIBILITIES:

1. Respects and protects the patient's rights to confidentiality and privacy and discloses information only for professional purposes which are in the patient's best interests with full consideration of their legal rights.
2. Provides safe patient care by verifying patient identification and assuring the presence of the necessary patient chart.
3. Adhere to aseptic practices to protect patients from injury, minimize wound contamination and reduce patient risk for surgical site infection.
3. Maintains knowledge of surgical instrumentation, equipment and supplies necessary for procedures in order to assist nurses with needed items.
4. Comply with established personal protective equipment requirements necessary for protection against exposure to blood and other potentially infectious body fluids, chemical disinfectants and other hazardous substances.
5. Assist the scrub and circulating nurses in implementing individualized nursing care plans to accommodate expected changes, which can occur during the surgical procedure by seeking information and relaying it appropriately.
6. Assist in the transporting and positioning of patients.
7. Performs a wide variety of housekeeping duties, to include but not limited to:
 - a. Cleans and disinfects operating rooms between surgical procedures to assist with an efficient room turnover.
 - b. Maintains cleanliness and organization of equipment rooms.
 - c. Stocks and cleans scrub sink areas and center core.
 - d. Cleans and disinfects all equipment in the operating rooms, safely removes sharps containers as necessary.
 - e. Maintain cleanliness in locker rooms and lounge.
8. Assists with setting up rooms with appropriate equipment.
9. Safely transports and maintains equipment and reports problems which may require biomedical services.
10. Transport specimens as directed.
11. Stocks supplies in operating rooms.
12. Participates in case cart preparation.
13. Acts as resource person for other employees and units as required.
14. Demonstrates ability to perform duties with minimal supervision.
15. Performs other duties as assigned.

16. Assists in maintaining a safe environment.

Operating Room Assistant Job Description

Page 2

17. Assists in the general orientation of new employees by providing direct teaching and supervision in learning proper care of equipment and the disinfection of the operating room.
18. Complies with hospital attendance policy and department staffing policy and rotations.
19. Adheres to hospital and department specific dress code policy.
20. Complies with hospital and departmental policies and procedures and adheres to external agency requirements.
21. Completes required continuous training and education, including department specific requirements. Takes responsibility for own professional development.
22. Communicates and collaborates effectively with all members of the health care team and related departments to provide accurate information about the perioperative care of the patients.
23. Displays a positive attitude and works to achieve an environment of respect, accountability, teamwork, integrity, and compassion. Does not support or take part in disruptive or negative behavior.
24. Formulates and maintains effective working relationships with peer, managers and other surgical team members.
25. Participates in the development and implementation of goals, objectives, policies and procedures and standards of care, which contribute to the achievement of the organization's strategic plan.

QUALIFICATIONS/REQUIREMENTS:

- High school diploma or equivalent
- Medical Terminology, computer literacy, knowledge of medical equipment and previous related experience preferred.
- Ability to communicate effectively with patients, their family members, surgical staff, physicians and other health care workers. Able to read, write and speak English.

PATIENT POPULATION SERVED:

All age ranges from infant to elderly

MANUAL SKILLS:

Some portions of daily assignments involve application of manual skills requiring motor coordination with finger dexterity. (e.g., typing, machine operations, housekeeping, etc)

PHYSICAL EFFORT:

Frequent exposure to moderate to heavy physical activity such as pushing, pulling, lifting twisting reaching and bending requiring exertions of 20 – 50 lbs. of force. Constant mobility must be expected.

PHYSICAL ENVIRONMENT:

Significant portions of daily assignments involve exposure to dirt, odors, noise or include patient care responsibilities with exposure to human waste, body fluids and similar elements. Working surfaces may be slippery or unstable. Significant portions of daily assignments involve occupational risk such as injuries from falls or back injury sustained while assisting with moving, lifting or positioning patients, equipment or materials.