

Job Class Profile: Operating Room Technician**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	5	6	4	3	3	2	6	
Points	187	67	32	29	120	65	62	43	64	669

JOB SUMMARY

The Operating Room Technician performs advanced technical work of a highly responsible nature in assisting surgeons and medical specialists as a member of an operating room team. Work involves scrubbing or circulating for surgical cases within a hospital operating room.

Key and Periodic Activities

- Works with surgical team by providing instrumentation and supplies during surgical procedures.
- Sets up surgical instruments and required supplies for surgical procedures.
- Checks case carts/supplies for completeness; ensures equipment and instrumentation are in good repair.
- Performs patient safety checks such as patient identification, allergies, pathology, equipment checks and surgical counts. Responsible for physical preparation of patients for surgical procedures.
- Monitors sterile techniques in the operating room and aseptic techniques. Ensures the implementation of standard precautions and aseptic techniques are maintained by the surgical team.
- Prepares for daily assignments by noting scrub assignments and becoming familiar with special procedures and equipment.
- Completes surgical scrub as per operating room policy and procedure.
- Counts needles, sponges and instruments with the circulating nurse as per operating room policy and procedure and maintains an awareness of all items used during procedures.
- Handles all medications on sterile set up.
- Maintains confidentiality in all aspects of patient care.
- Maintains accurate records in compliance with charting guidelines and hospital policies.
- Becomes familiar with sequence of events for surgical procedures to be able to anticipate surgeon needs.
- Collects and handles specimens according to operating room policy and procedure.
- Removes soiled linens, sharp objects, supplies and instruments and places in appropriate receptacles as per operating room policy and procedure.
- Applies dressing to incision site while following aseptic technique.
- Reorganizes anesthetic machine ensuring dirty supplies are removed and replaced with clean supplies. Ensures anesthetic gases are ready for next procedure.
- Assists in transporting patients into the operating room and places monitors, pulse oximeter,

Key and Periodic Activities

- blood pressure, electro surgical grounding pad if required.
- Assists with positioning of patients for various types of surgeries.
- Attends to psychological needs of patients through the administration of reassurance and comfort techniques.
- Organizes and handles sutures, needles and staples for procedures.
- Drapes patients for procedures.
- Gowns and gloves surgical team members.
- Protects patient from injury from equipment.
- Reports and records occurrences.
- Participates in quality assurance programs.

SKILL

Knowledge

General and Specific Knowledge:

- Licensed practical nursing and related policies, procedures, trends and developments.
- Patient care, assessment and treatment.
- Operating room equipment, technology and surgical procedures.
- Operation Room National Association of Canada standards (ORNAC).
- Basic Cardiac Life Support (BCLS).
- Medical Administration.
- Health Assessment.
- Meditech.
- Instrument sterilization techniques.

Formal Education and/or Certification(s):

- Minimum: 2 Year Diploma in Licensed Practical Nurse.
- Licensure from the College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNL).
- Operating Room Technician course (6 month program).

Years of Experience:

- Minimum: 1 – 2 years.

Competencies:

- Nursing skills within scope of practice.
- Communication and interpersonal skills.
- Ability to work within a team environment.
- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from other staff in the operating room and asking questions to gather additional information regarding surgical procedures and work methods in order to provide a safe and efficient work environment; providing routine and complex information to staff and patients; providing care and comfort to patients scheduled for surgery and gaining the co-operation of others in the operating room. Works as part of an operating room team including surgeons, nurses and other health care staff

in a fast paced and high demand environment to ensure patient safety.

- Interaction occurs with employees within the immediate work area and department regarding daily operation room activities as well as other departments throughout a hospital; supervisors and managers including clinical care co-ordinator for information and advice; nursing students and patients scheduled for surgery.
- The most significant contacts are patients, operating room team members and supervisors/managers.

EFFORT

Physical Effort

- Work demands regularly result in fatigue, requiring periods of rest.
- Lifting and moving is required to transfer patients from the operating room table to stretchers; to lift large, heavy containers of medical instruments; to move medical equipment and to push and pull stretchers and beds.
- Standing for prolonged periods of time at the operating room table with minimal opportunity to move, and walking, is required to move between operating, supply, utility rooms and nursing stations.
- Duties also involve working in awkward or cramped positions with strength and endurance required to perform daily tasks.
- Fine finger and precision work is required to constantly handle sharp instruments; medical instruments and equipment require accurate control and steadiness; gross motor skills requiring strength to move and position patients and maintaining balance is critical to stand throughout surgical procedures.

Concentration

- **Visual** concentration is required to pass and receive sharp medical instruments from surgeons; to watch the surgeon to anticipate needs and to complete computer charting.
- **Auditory** concentration is required to listen to surgeons requiring specific medical instruments during surgery and to other team members, often in a noisy environment with a variety of medical machines operating to ensure patient safety.
- **Touch and smell** can be important in determining a patient's condition.
- **Repetition requiring alertness** is evident when passing sponges or sutures during emergencies and to hold equipment during surgical procedures.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when unexpected complications occur during a procedure or during emergency situations where patients are very ill and require immediate attention.
- **Time pressures** exist to complete the surgical procedures scheduled for any particular day but if a procedure changes in acuity, there are no deadlines to have the procedure completed.
- **Lack of control over work pace** happens when emergencies occur and multiple physicians and nurses are requesting operating room set up or when unexpected complications occur during a procedure.
- **Eye/hand co-ordination** is required to cut sutures; provide suctioning during surgical procedures; to check specialized equipment and to pass medical instruments to surgeons.
- **Exact results and precision** are required to maintain a sterile environment at all times to prevent surgical site infection; counting of all sponges, sharp objects and instruments must be exact; medical instruments and equipment must be passed to surgeons with precision.

Complexity

- A typical challenge would involve obtaining instruments and equipment for different surgeons which involves knowing the preferences of the surgeons and to ensure that sterile technique is maintained by all members of the operating team. Other challenges may involve learning new procedures or equipment or when surgical procedures are altered by surgeons.
- References available to address typical challenges include operating room guidelines, policies and procedures; expert advisers; surgeons; Operating Room Educator; Clinical Care Coordinator and Operation Room National Association of Canada standards (ORNAC).

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are prescribed or controlled based on Operation Room National Association of Canada standards (ORNAC) and operating room guidelines, policies and procedures.
- Independent decisions are made regarding assigned duties within scope of practice. Most decisions are made by the Operating Room Manager or Clinical Care Co-ordinator.
- Decisions requiring supervisory approval include any financial decisions; change of work assignment or shift; change in policy or procedure; purchasing of specialized equipment and permission to attend work seminars.
- Some discretion is exercised within predetermined limits for the organization of supplies, instrumentation and equipment necessary for each surgical procedure and to maintain confidential patient information. All work is performed within scope of practice.
- Discretion and judgement are exercised within the scope of practice and decisions regarding patient care are made as part of a team. Sometimes additional or different supplies may be needed during a surgical procedure due to a complication and a request would be made to the circulating nurse to obtain the necessary supplies.
- High degree of independent discretion and judgement is required if a break in sterile technique has occurred during a surgical procedure, it is part of standard of practice to inform operating room team members and request immediate corrective action to ensure the highest standard of care is maintained for the patient.

Impact

- Work tasks and activities are prescribed or controlled based on Operation Room National Association of Canada standards (ORNAC) and operating room guidelines, policies and procedures.
- Results of work tasks and activities are directly felt within the immediate operating room area, department, organization and on patients. When work is completed accurately, it affects the daily schedule and ensures scheduled surgeries are not cancelled.
- Results of work tasks and activities directly impact the surgical equipment used; processes and systems utilized in the operating room; the health and safety of patients undergoing surgery and the provision of safe patient care contributes to a positive corporate image.
- Consequences of mistakes or errors are directly felt within the immediate operating room area, department, organization and on patients. Mistakes made can impact the patient and the operating room team.
- The results of the consequences impact surgical equipment, processes and systems, information, material and human resources, health and safety and corporate image and may include staffing assignments being changed; scheduled surgeries being delayed/cancelled or

additional equipment required. Consequences of mistakes in patient care may range from procedural delay to patient injury/harm.

- Typical time frame required to identify and resolve consequences is within hours of the problem being identified as any problems have a direct impact on patient outcomes. For example, incorrect counts of instruments, sharps or sponges may be detrimental to patients and may require additional surgeries. Occurrence reports are filed immediately regarding any mistakes or errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides staff with information, direction, advice and guidance regarding unfamiliar surgical procedures and participates in staff orientation to the operating room as required so that new staff would become familiar with operating room procedures and routines.
- Typically does not have any team or project leader responsibilities.

WORKING CONDITIONS

Environmental Working Conditions

- Special precautions and safety equipment are required. Universal precautions are required for all surgical procedures. Masks, gloves, gowns (including lead gowns), protective eye wear, hats and closed toe shoes are required.
- Significant likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Limited likelihood of fractures, injury or occupational illness resulting in partial or total disability.
- Working in an operating room setting results in exposure to unusual/distracting noise, glare, fumes, chemicals, toxic substances, bodily fluids, infectious diseases, odours, slippery surfaces, awkward or confining spaces, radiation and sharp objects.