



DO NOT USE - UNION JOB DESCRIPTION

JD4283

JOB TITLE:	Operating Room (OR) Aide	JOB DESCRIPTION NO.:	F.Cl.15301.003
CLASSIFICATION:	Nursing Assistant I ; Nursing Assistant II (Sterile Supply) ; Cleaner ; Stores Attendant II	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301; 15306; 11002; 17002
UNION:	HEU	JOB/CLASS CODE:	15301
PROGRAM/DEPARTMENT:	MDRD	BENCHMARKS (If Applicable):	15301; 15306; 11002; 17002
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Cowichan District Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the general supervision of the Manager or designate, the Operating Room (OR) Aide carries out specialized decontamination, sterilizing and cleaning procedures in the Operating Room areas; assists OR nursing staff with limb holding, supporting/positioning patients and lifting/transferring patients to/from OR bed; transports patients to and from required areas; and performs related stores duties such as unpacking, checking, storing and distributing articles and related clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Selects and distributes instrument sets, supplies, and equipment for operative procedures according to established procedures. Fills urgent requests from the operating room for additional items required during surgical procedures. Re-assembles supplies and sets up instrument trays; fills supply requests and delivers to appropriate Operating Room areas.
2. Cleans, decontaminates, sterilizes, stores and distributes specialized equipment, such as video-fibreoptic endoscopes and anesthetic hoses, in accordance with established standards and procedures.
3. Cleans, decontaminates, sterilizes, stores and distributes complex operating room and other instruments, supplies, linen and equipment in accordance with established standards and procedures.
4. Assembles and checks specialized instruments and equipment, removing all instruments and equipment found to be malfunctioning, defective or requiring repair, servicing or replacement. Documenting and reporting findings in accordance with established procedures.
5. Assists OR nursing staff in preparing patients for procedures by performing duties such as limb holding, supporting/positioning patients and lifting/transferring patients to/from OR bed.
6. Observes aseptic techniques at all times in compliance with recognized Canada Standards Act and Operating Room Nurses Association of Canada (ORNAC) standards of practice.
7. Transports patients to and from operating and procedure rooms utilizing mechanical aides such wheelchairs and/or stretchers. Provides support to patients by supplying blankets or bedpans when requested, and notifying nursing staff of any problems or patient concerns.

8. Cleans walls, shelves, surfaces and floors in all Operating Room areas, by methods such as sweeping, vacuuming, washing, scrubbing, mopping, stripping, sealing, waxing, buffing and polishing, and including specialized cleaning procedures for the Operating Room areas. Maintains related cleaning equipment including cleaning, lubricating and replacing items such as filter bags or belts.
9. Cleans and disinfects equipment, such as stretchers, tables, commodes, trolleys, carts, and wheelchairs, by methods such as washing, wiping, and including steam cleaning as required. Collects and disposes of waste material and cleans receptacles, carts and containers.
10. Receives, unpacks and checks incoming materials. Checks packing slips against orders and goods received. Reports any discrepancies and completes required documentation, such as signing delivery papers. Identifies and returns damaged, outdated or spoiled goods, completing appropriate documentation. Maintains correct coding on stock items and inventory records and advises when established re-order points are reached. Keeps stores area in clean and tidy condition.
11. Strips and makes up beds, stretchers and gurneys. Transports furniture and equipment. Hangs and removes drapes and curtains.
12. Uses and handles a variety of cleaning supplies and materials in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations.
13. Ensures a safe and healthy working environment by observing universal (standard) precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety. Maintains security measures in accordance with established procedures.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of Sterile Supply Processing course and graduation from a recognized Nursing Assistant Program, plus one (1) year's recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Knowledge of surgical and medical terminology.
- Mathematical aptitude.
- Ability to communicate and deal effectively with others.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work