UNION JOB DESCRIPTION

JD5083

JOB TITLE:	Perioperative Assistant	**JOB DESCRIPTION NO.:**	5083
CLASSIFICATION:	Nursing Assistant I	**GRID/PAY LEVEL:**	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	15301
UNION:	HEU	**JOB/CLASS CODE:**	40707
PROGRAM/DEPARTMENT:	Surgical Services	**BENCHMARKS (If Applicable):**	15301
REPORTING TO:	Manager, Operating Room		
FACILITY/SITE:	South Island Surgical Centre (SISC); Centre Island Surgical Centre (CISC)		

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.

Within the context of a client and family centered care model and under general supervision, the Perioperative Assistant is a member of an integrated care team by performing duties such as transporting/escorting clients to and from required areas using stretchers and wheelchairs, moving, setting up and positioning a variety of equipment within the operating room suites, assisting nursing and technical staff with the lifting, positioning and transferring of clients and maintaining supplies for designated areas, and cleaning equipment and storage areas as required within a high volume operating room environment. Picks up and delivers equipment, supplies and other items as assigned and operates a facsimile and/or photocopier as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Transports clients to and from required areas as assigned by methods such as checking daily schedule for portering information, organizing workload pursuant to individual clients' requirements, moving clients from various locations by either walking or wheeling utilizing mechanical aides such as specialty beds, mobilizers, wheelchairs and stretchers to ensure prompt arrival at specified location. Provides support to clients by methods such as supplying blankets or bedpans when requested and notifying nursing staff of any problems or client concerns.

2. Sets up and positions a variety of equipment/accessories within the operating room suites such as operating tables, traction and suction equipment, video equipment, warming blankets, and tourniquets by methods such as checking the operating slate for scheduled surgeries, identifying written equipment requirements and determining additional accessories needed, obtaining and moving items from equipment bays to designated areas, putting beds together according to surgeon's requirements, and making equipment adjustments when requested.

3. Removes used and excess equipment and supplies from the operating room hallways and suites after surgery in accordance with established procedure by performing duties such as returning equipment/accessories to appropriate areas, disposing of used supplies such as needles and intravenous bags and packaging and sending reusable equipment to Medical Device Reprocessing Department.

4. Assists the client care team with mobilization of clients, as directed, by lifting and transferring clients on and off OR tables, beds, treatment tables, stretchers and wheelchairs, following prescribed safe techniques and lifting practices such as utilizing mechanical lifts and/or slide boards as required.

5. Provides assistance to nursing and technical staff in preparing clients for surgical procedures by performing duties such as, holding limbs, and supporting/positioning of client as directed.

6. Cleaning and stocking the cast cart, preparing plaster cart with necessary equipment and materials, holding limbs for cast application and/or removing casts under the direct supervision of the surgeon.

7. Cleans, restocks specific orthopedic equipment and accessories such as the Beach Chair, Compression Stockings, Midas Rex foot piece, Tourniquets/cuffs, Orthovision table and accessories, CPM machines.

8. Cleaning and maintaining warming cupboards and supply carts, equipment bays, and various storage areas by methods such as checking applicable supply sheets to identify items and quantities needed, stocking carts and storage areas within assigned operating rooms with depleting stock, wiping down carts and shelves with disinfectant, and tidying up supply cupboards, carts, shelves and designated areas as required.

9. Maintains oxygen supplies by methods such as checking oxygen tanks to ensure they are replenished, mounting regulators and attaching oxygen masks onto new tanks, checking suctions are clean and available on all stretchers, and checking to ensure equipment is functioning and available for use.

10. Monitors inventories by methods such as daily reviewing core supplies to identify depleting stock, notifying appropriate personnel of need to reorder, receiving supplies from Stores, and checking ordered supplies match those received. Replenishes items by unpacking supplies upon receipt and storing in appropriate areas.

11. Cleans related equipment by methods such as replacing linen/slings on stretchers, replacing disposable and spot-cleaning equipment using disinfectant solution.

12. Ensures equipment is functioning correctly by performing duties such as, replacing batteries as necessary, identifying malfunctioning equipment, notifying appropriate personnel if equipment is not working and/or completing maintenance requisition as directed, and sending equipment to Maintenance for repair to ensure equipment is maintained in safe working order.

13. Transports items such as drugs, supplies, x-rays, charts, equipment and specimens to and from specified areas as directed by picking up and delivering items according to established department schedules. Performs clerical duties as required such as operating a facsimile and/or photocopier.

14. Administers cardiopulmonary resuscitation when responding to emergent situations by initiating life saving techniques until a health care professional arrives on site.

15. Clean/restocks supply/equipment carts, defibrillator cart, VAC Machine cart, A/V towers, Computer carts, Power lift, Tornado

16. Restocks all OR's as per theatre inventory lists.

17. Performs other duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus graduation from a recognized Nursing Assistant Program or an equivalent combination of education, training and experience. Registered with the BC Care Aide registry.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.