



## UNION JOB DESCRIPTION

**JD5785**

<b>JOB TITLE:</b>	Operating Room (OR) Aide	<b>JOB DESCRIPTION NO.:</b>	5785
<b>CLASSIFICATION:</b>	Nursing Assistant II (Sterile Supply); Stores Attendant III; Patient Porter	<b>GRID/PAY LEVEL:</b>	F SD19
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15306; 17003; 15310
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	40768
<b>PROGRAM/DEPARTMENT:</b>	MDRD; Surgical Services	<b>BENCHMARKS (If Applicable):</b>	15306; 17003; 15310
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Cowichan District Hospital (Quw'utsun Valley Hospital); West Coast General 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; 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. Complies with recognized Canada Standards Act and Operating Room Nurses Association of Canada (ORNAC) standards of practice in regard to the storage and preservation of sterility of instruments and equipment.
6. Transports patients to and from operating and procedure rooms utilizing mechanical aides such wheelchairs and/or stretchers. Supports patient care staff by supplying blankets or bedpans when requested.
7. Counts and replenishes stock based on established minimum/maximum levels; makes adjustments to stock items as per established guidelines; makes recommendations for changes to inventory items and/or levels.

8. Receives, unpacks and checks incoming materials and completes related paper work such as signing delivery slips. Checks packing slips against orders and goods received reporting any discrepancies. Identifies and returns damaged, outdated or spoiled goods, arranging for delivery and return of items when necessary; completes appropriate documentation. Ensures 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.

9. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 12, successful completion of Sterile Supply Processing course, plus one 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.