

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	OPERATING ROOM TECHNICIAN	Grade	
-----------------------	--------------------------------------	--------------	--

Department	SURGICAL SERVICES	Exempt	
Immediate Supervisor	OR COORDINATOR	Non-Exempt	X
Supervisor next in line	CHIEF CLINICAL OFFICER	Workweek	VARIABLE TO 40 HOURS/WEEK W/CALL

POSITION SUMMARY

Prepares operating rooms and associated surgical equipment for use during surgical procedures using appropriate techniques. Provides technical services and assists in operating room, emergency room, out-patient surgical, medical-surgical and other out-patient departments as assigned and directed. Assembles, sanitizes, wraps, sterilizes, and distributes all instruments and equipment needed for the outpatient and inpatient surgical services. Able to float out of surgical care department when needed to perform other patient care assignments with supervision.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Post-high school vocational/specialized or OJT training
 CPR healthcare provider certified
 Previous experience and training preferred
 Licensed Professional Nursing qualifications preferred

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental, and outpatient control standards.
- 2 Prepares rooms with appropriate instruments, sutures, supplies and equipment.
- 3 Assists the surgical team during operative procedures.
- 4 Opens sterile supplies and sets up for procedures.
- 5 Cleans and prepares rooms between procedures and after terminal cleaning. Monitors and restocks supplies.
- 6 Drapes patients for surgical procedures.
- 7 Maintains and cares for equipment and supplies. Documents maintenance and repairs.
- 8 Maintains department records, reports, and files as required.
- 9 Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops. Documents 12 contact hours per year of education related to duties.
- 10 Attends scheduled meetings as required.
- 11 Available to other nursing care areas to assist in patient care as needed with supervision.

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	OPERATING ROOM TECHNICIAN	Grade	
----------------	--------------------------------------	-------	--

12 Performs other duties as assigned or requested.

Knowledge, Skills, Abilities:

Satisfactory completion of certificate, specialty or OJT training as a surgical technician.
CPR
Routine patient assessment (vital sign determination – (temperature, pulse, respiratory function SpO2, and Blood Pressure) and interpretive skills
Ability to communicate patient, co-worker, or department needs clearly to supervisory and administrative staff.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date