



POSITION DESCRIPTION

POSITION TITLE:	OPERATING ROOM ASSISTANT
DEPARTMENT:	ACUTE CARE
CLASSIFICATION:	OPERATING ROOM ASSISTANT
UNION:	MGEU – COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – ACUTE CARE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the supervision of the Clinical Manager, the Operating Room Assistant works in collaboration with regulated healthcare team members to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating/procedural room environment is safe, that equipment functions properly, and that the procedure is conducted under conditions that maximize patient safety.

The position of Operating Room Assistant functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:

Client Care/Clinical Practice

- Assists with creation and maintenance of the sterile field through aseptic practices.
- Responsible for assembling, setting up and disassembling instrumentation associated with procedures and/or surgeries.
- Clean and prepare instruments for processing and transport them to the decontamination areas.
- Assist with post-procedure cleaning of the operative or procedure room and preparation of room for subsequent patients.

- Assist with safe positioning and transferring of patients pre and post procedure.
- Participate in ongoing educational and competency verification activities applicable to role.
- Under the direction of the surgeon/endoscopist/proceduralist: handles instruments, supplies, and equipment necessary during the procedure/surgery.
- Under the direction of the surgeon/endoscopist/proceduralist: anticipates the needs of the healthcare team related to the procedure being performed and intraoperative/procedural requirements.
- Under the direction of the surgeon/endoscopist/proceduralist: ensures quality patient care during the surgery/procedure with sustaining vigilance and attentiveness to maintain the sterile field.
- Identifies, communicates and resolves malfunctioning or broken equipment, instrumentation and/or supplies.
- Has the necessary knowledge and ability to provide patient-centred care.
- Participates in the Surgical Safety Checklist phases of the operative procedure.
- Participates in all required surgical counts as per policy.
- Participates in emergency codes as required/directed.

Non-Clinical Care

- Follow organizational policies and procedures and best practice standards to ensure safe care for patients and optimal team functioning.
- Complete documentation if required following documentation policies in place.
- May be required to assist with obtaining, cleaning and maintaining equipment.
- May be required to restock supplies as assigned.
- Responsible to complete appropriate process and associated documentation to address equipment repairs.

Communication

- Responds appropriately to inquiries, relays message and initiates appropriate action as directed.
- Identifies and notifies the surgical team/procedure team immediately of any complications or unexpected events during the procedure and assists with the appropriate action to resolution.
- Provides appropriate timely communication and handover to ensure patient safety is maintained for the duration of the surgery/procedure.

Quality Improvement

- Participate in completing reports associated with near misses/adverse events in accordance with hospital policies.
- Participates in quality improvement activities as required.
- Supports and participates in the program's quality improvement plan.
- Participates in meetings, committees, teams, councils, etc., as assigned.
- Performs in a manner that reflects the values of trust, compassion, and exceptional service in all interactions with patients/family, members of the health care team and the public.

POSITION ELEMENTS:

Environmental Conditions

- Working environment is a high stress fast paced and intense.
- May encounter aggressive and/or agitated individuals.
- Position involves physical activities such as standing for extended periods of time, lifting, transferring and transporting equipment.
- Position may require individual to be a part of the on-call schedule and require means to come to the hospital if so required.
- Shift pattern of work including days, evenings, nights and days and weekends including all public holidays.
- Expectation to follow Hospital Policy as it relates to Personal Protective Equipment and Safe Work Procedures.

Impact of Error

- Non-adherence to region/site/program policies and procedures may result in harm to individuals, or damage to equipment and/or property.

Working Relationships

- Directly responsible to the manager or delegate.
- May work under the direction of another Regulated Health Care Professional.
- Works with all members of multidisciplinary health care team.

Authority

- Assumes responsibility for own actions in the workplace.

Other Responsibilities

- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION & EXPERIENCE

- Minimum Grade 12 education, Manitoba standards, required.
- Successful completion of a recognized comprehensive Health Care Aide course.
- Minimum three years of HCA/Nursing Assistant/ Operating Room Aid experience required in an acute care setting, preferably in the Operating Room, Procedural Room or Acute Surgical Setting.
- Experience working within an interprofessional team.

- Experience in multitasking and task management.
- Must enroll in and successfully complete the Operating Room Assistant Course (approximately 12 weeks) at the first opportunity unless otherwise mutually agreed between the employer and employee.

LANGUAGE:

- Proficient command of the English language (both oral and written)

KNOWLEDGE:

Upon completion of the Operating Room Assistant Course, the successful incumbent shall:

- Demonstrate strong knowledge of perioperative principles and aseptic techniques.
- Demonstrate working knowledge with operating room/ procedural room equipment and supplies.
- Demonstrate working knowledge and practical skills in operative/procedural instrumentation including care, maintenance, processing, and transport.
- Demonstrate working knowledge in assisting with patient positioning in the operating/procedural room
- Demonstrate an understanding of medical terminology.
- Demonstrate knowledge of anatomy and physiology.
- Demonstrate an understanding of Personal Health Information Act (PHIA), Workplace Hazardous Material Information System (WHMIS) and Principles of Routine Practices required.

ABILITIES AND SKILLS:

- General skills and ability to perform all tasks and responsibilities relevant to the duties of the position.
- Good physical and mental health, manual dexterity and visual and aural acuity required.
- Ability to wear a Lead Apron weighing approximately 15-20 lbs. for prolonged periods during hours of work may be required.
- Ability to organize and prioritize assigned workload.
- Ability to respond to a variety of simultaneous demands and adapt quickly to changing situations.
- Ability to maintain concentration with frequent interruptions.
- Ability to function in a demanding and stressful environment.
- Ability to recognize and pursue self-development opportunities.
- Strong communication skills including conflict management and situational awareness.
- Working knowledge of computers and basic computer skills including but not restricted to: MS Word, PowerPoint, Virtual Meeting Platform (E.g. Teams, Zoom) and Outlook.
- Evidence of effective patient service, organizational, interpersonal, communication, judgment and decision-making skills.
- Flexible, self-directed and able to work effectively with delegation of task.
- Excellent attendance record.
- Ability to perform as a team member and seek assistance as necessary.

- Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: November 2022
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.