



Provincial Job Description

TITLE:
**(310) Operating/Procedure Room
Attendant**

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Sterilizes instruments and equipment. Cleans and sets up Operating/Procedure Rooms. Porters/positions patients, equipment and transports specimens

QUALIFICATIONS:

- ◆ **Medical Device Reprocessing Technician – Certificate of Achievement**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience working in a health care environment.**

KEY ACTIVITIES:

A. Operating/Procedure Room Duties

- ◆ Prepares Operating/Procedure Room.
- ◆ Sets up equipment/devices for specialized procedures.
- ◆ Positions and ensures equipment is ready for use.
- ◆ Assists Operating/Procedure Room staff.
- ◆ Removes soiled instruments, linens, biohazardous waste and sharps.
- ◆ Cleans Operating/Procedure Rooms.

B. Assist Patients

- ◆ Porters patients to and from the Operating/Procedure Room.
- ◆ Assists with transferring and lifting patients.
- ◆ Assists with patient positioning, as directed (e.g., holding limbs, placing legs in stirrups).
- ◆ Positions patients for specialized procedures.
- ◆ Assists physician with application of surgical devices (e.g., stockinettes, tourniquet cuffs, safety pads, beanbags, pillows, auxiliary rolls).

C. Sterile Processing

- ◆ Disassembles, decontaminates, reassembles, sterilizes and stores equipment/instruments.
- ◆ Cleans anesthetic machines.
- ◆ Sterilizes equipment.
- ◆ Monitors Quality Control of washers and autoclaves; monitors integrity of sterilization process/packaging.
- ◆ Tests performance of solutions/chemicals and maintains/monitors records.
- ◆ Documents instrument use.

D. Related Key Work Activities

- ◆ Revises/prepares new case cards for surgeries, as directed.
- ◆ Restocks supplies, carts and linen.
- ◆ Porters specimens, charts, x-rays, pharmacy supplies and equipment.
- ◆ Fills specimen containers with formalin.
- ◆ Maintains inventory.
- ◆ Enters requisition information in computer.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 18, 2023