



# *Provincial Job Description*

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***TITLE:***  
**(311) OR Equipment Resource  
Technician**

***PAY BAND:***  
**17**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Sources and orders equipment/instruments to meet the requirements of the Operating Rooms. Ensures appropriate equipment is available as per daily Operating Room slates. Provides nursing care during the pre-operative, operative and post-operative periods.

***QUALIFICATIONS:***

- ◆ **Practical Nursing diploma plus Perioperative Nursing/Licensed Practical Nurse - Advanced certificate**
  - ◆ **Licensed with Saskatchewan Association of Licensed Practical Nurses**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently and as a member of a team**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty (30) months previous experience working as an Operating Room Technician/LPN.**

## ***KEY ACTIVITIES:***

### **A. Maintaining Operating Room Supplies**

- ◆ **Coordinates stocking of Operating Room Sterile Supply case carts.**
- ◆ **Ensures consignment items are replaced/tracked.**
- ◆ **Ensures appropriate inventory and records orders for Operating Rooms (e.g., ordering screws, plates, drill bits).**
- ◆ **Troubleshoots and monitors equipment/instruments for damage.**
- ◆ **Arranges for repair or replacement of equipment/instruments.**

### **B. Preparation for Surgical Procedures**

- ◆ **Checks Operating Room slate to ensure required equipment is available.**
- ◆ **Advises appropriate staff of conflicting equipment needs.**
- ◆ **Arranges borrowing/lending of equipment between facilities.**
- ◆ **Communicates with surgeons and keeps records regarding special equipment and instrument requirements, patient-specific instrumentation and prostheses.**
- ◆ **Orders instrumentation/equipment from out-of-province sources, on short notice, where required.**
- ◆ **Assembles new instrument sets.**
- ◆ **Troubleshoots and finds solutions to Operating Room problems (e.g., equipment problems, changes during surgical procedure, shortage of instruments).**
- ◆ **Liaises with OR Scheduling and Materials Management departments to ensure applicable equipment/instruments are available for the Operating Rooms.**

### **C. Researching Equipment / Instruments**

- ◆ **Researches and prices new products/equipment.**
- ◆ **Liaises with sales representatives to keep abreast of new products/equipment/instrument sets.**
- ◆ **Assists in application for Capital Budget Funding, where required by the job.**
- ◆ **Participates in various committees related to equipment/instruments.**

#### **D. Education**

- ◆ Assists with in-service training programs regarding new equipment/procedures and new products.
- ◆ Assists with developing new equipment procedures.
- ◆ Assists with maintenance of procedure manuals.
- ◆ Functions as an information resource for case/supply carts regarding items needed for surgeries and surgeon preferences.

#### **E. Scrub Role**

- ◆ Carries out appropriate scrub procedures.
- ◆ Prepares the room, supplies, instrumentation/equipment and medications for the specific operative procedure.
- ◆ Maintains sterile technique/field when preparing for and during the operative procedure.
- ◆ Ensures and organizes surgeon's instruments, supplies and medications.
- ◆ Ensures case cart is complete and in functioning condition.
- ◆ Carries out safety checks (e.g., patient consent/identification, allergies, site of surgery).
- ◆ Prepares patient for surgery (e.g., drapes).
- ◆ Ensures accurate counts of equipment (e.g., instruments, sponges, sharps) prior to, during and after surgery.
- ◆ Communicates adverse events during surgery and takes appropriate action(s).
- ◆ Assists with surgery and anticipates the needs of the surgeon (e.g., holds retractors, cuts sutures, cauterizes, irrigates, applies dressings, secures drain sites).
- ◆ Observes and monitors patient condition throughout surgery.

#### **F. Circulating / Anesthetic Role**

- ◆ Prepares the room, supplies, instrumentation/equipment and medications for the specific operative procedure.
- ◆ Notifies/coordinates any personnel/equipment that may be required for case (e.g., assistants, x-ray).
- ◆ Receives, transports, checks and prepares/positions patients for surgical procedures.
- ◆ Carries out safety checks and communicates information to appropriate personnel (e.g., patient consent/identification, allergies, site of surgery).
- ◆ Opens sterile bundles for the scrub nurse.
- ◆ Sets up/connects accessory equipment to the patient (e.g., tourniquet, cautery and irrigation, blood pressure cuff, monitor leads).
- ◆ Obtains medications for surgical staff and ensures accurate accounting (e.g., narcotics).
- ◆ Documents specimens, counts of equipment (e.g., instruments, sponges, sharps) and medications used to operative site.
- ◆ Observes, monitors and documents patient condition throughout surgery.

**F. Circulating / Anesthetic Role (cont'd)**

- ◆ **Initiates, administers and maintains and documents intravenous therapy (e.g., flow rate, site integrity).**
- ◆ **Provides supplies and assists the Anesthetist with procedures (e.g., Central Venous/arterial lines, epidural, spinal).**
- ◆ **Processes specimens (e.g., labeling, type of test).**
- ◆ **Ensures accurate counts of equipment (e.g., instruments, sponges, sharps) prior to, during and after surgery.**
- ◆ **Communicates adverse events during surgery and takes appropriate action(s).**
- ◆ **Responds to the need for additional supplies and equipment (e.g., blood and blood products, plates, screws, lenses).**
- ◆ **Assists with complicated dressings (e.g., Vac dressings, diabetic ulcer dressings).**
- ◆ **Ensures sterile technique/field during the operative procedure.**
- ◆ **Prepares and flash sterilizes instruments and supplies, as needed.**

**G. Related Key Work Activities**

- ◆ **Troubleshoots equipment/instruments that malfunction and/or seek appropriate assistance.**
- ◆ **Ensures coordination of surgical list and surgical procedure.**
- ◆ **Dismantles and cleans equipment and theatres between cases.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**
- ◆ **May provide patient post-operative care and teaching.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

*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: May 12, 2011**