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**MEMORIAL HOSPITAL OF LAFAYETTE COUNTY**  
**800 Clay Street – Darlington, WI 53530**

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**JOB TITLE: Operating Room Technician**

**Reports to: Operating Room Manager**

**Position Qualifications – Educational Requirements:**

- Completion of an approved operation room technician course, with appropriate certification preferred.
- On the job training may be available with correct skill set.
- CPR Certification required.
- Efficient organizational skills required.

**Position Summary:**

- The Operating Room Technician is responsible for assisting in the care of operating room patients, and performing related duties as directed.
- The duties of the Operating Room Technician may include the care and treatment of instruments and supplies for the department and/or the entire hospital.
- The Operating Room Technician's performs under the direct supervision of the OR Supervisor.
- Position includes an on call rotation which includes week days and weekends.

**Essential Job Functions:**

- Ability to demonstrate core values consistent with a patient/family-centered approach to care.
- Ability to demonstrate professional verbal communication skills, and communicate effectively with all patient care team members.
- Ability to demonstrate a positive, respectful attitude, and professional customer service skills.
- Ability to acknowledge patients' rights on confidentiality issues, maintains patient confidentiality at all times, and adhere to HIPAA guidelines and regulations.
- Ability to recognize and respond to opportunities for improvement.
- Ability to demonstrate continual learning skills, effecting change in approach to care based on established, evidence-based practice.
- Ability to demonstrate professional practice behavior.
- Ability to perform duties promptly, while taking responsibility for overall job performance.

**Typical Physical Demands:**

- Ability to demonstrate independent mobility; with full range of body motion and dexterity to allow for grasping, pushing/pulling, and continuous use of hands and arms for typing, filing, writing, and use of phones.
- Ability to lift, carry, push or pull up to 50 pounds.

- Ability to perform frequent bending, twisting, balancing, and reaching at/or above and below shoulder level, as well as occasional kneeling and climbing.
- Ability to stand, walk, climb stairs, sit for prolonged periods, and bend to the floor.
- Ability to demonstrate hand-eye coordination, and finger dexterity; as well as distinguish odor, color and texture. Frequently will make assessments of equipment.
- Ability to demonstrate good visual ability and depth perception. Frequently will see distant objects sufficiently to pass Wisconsin driver's license vision test; and will see close objects to refer to computer and written documentation with accuracy.
- Ability to demonstrate good sound perception and discrimination. Frequently will hear normal sounds and voices with some background noise to receive verbal instructions and communicate with patients and staff.
- Ability to continuously speak clearly, making one-self understood in face to face interactions with patients, families, and staff.
  - Will continuously articulate with extreme accuracy and precision to give directions, both in person and on the phone.
- Ability to wear gloves and other protective equipment.
- Ability to work irregular hours.

#### **Typical Mental Demands:**

- Ability to deal with pressure to meet deadlines, to be accurate, to handle constantly changing situations, and to create a positive work environment
- Ability to deal with a variety of people, stressful situations, and handle conflict, while maintaining a positive work environment
- Ability to communicate in a professional manner both verbally and in writing
- Ability and willingness to gain new skills and knowledge necessary for the performance of essential job functions
- Ability to give receive and analyze information for the performance of essential job functions

#### **Working Conditions:**

- Exposure to disagreeable odors, communicable diseases, and bodily fluids
- Exposure to the chemical compounds of medications and treatments
- Exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to noise and distractions
- Exposure to unpredictable behaviors

#### **Equipment Knowledge:**

- Ability to use infusion pumps, suction machines, oxygen delivery systems, lifts and other transfer devices, as well as ECG machines, cardiac defibrillators, and telemetry monitoring systems.
- Ability to use other technology and equipment specific to surgical procedures, such as laparoscopy, endoscopy, and arthroscopy equipment.
- Ability to use office equipment such as the phone/paging systems, copy, scanning, fax, computer and printer options.

### Employee Responsibility in an Emergency:

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

### Management Statement:

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

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I have read the **Operating Room Technician** job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

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*Employee Signature*

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*Date*

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*Supervisory Signature*

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*Date*

Updated: 10.29.2020