**JOB DESCRIPTION**

**PERFORMANCE AND COMPETENCY APPRAISAL**

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| **NAME:** | **EVALUATION PERIOD:****FROM: TO:**  |
| **POSITION:** **Operating/Procedure Room Technician** |
| **NEXT REVIEW DATE:** | **HIRE DATE:** |

**POSITION SUMMARY:**

An Operating/Procedure Room Technician performs technical responsibilities relative to assisting physicians with the instrumentation of surgical intervention. Monitors PAR levels of all surgical instruments and supplies. Cleans and sterilizes all surgical instruments. Participates in staff meetings and performance improvement activities. Works under the direction and supervision of a Registered Nurse.

**EDUCATION AND EXPERIENCE:**

High School graduate or equivalent

Graduate of approved Operating Room Technical School with certification preferred, or one (1) year of on the job experience.

**REQUIRED LICENSURE AND CERTIFICATION:**

No license required

Current Basic Cardiac Life Support Certification

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and communicate effectively in English. Additional languages preferred.

Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of patients served in the Center. Must demonstrate the knowledge of the principle of growth and development of the life span and possess the ability to assess data reflective of the patient’s requirements relative to his/her age specific needs and to provide the care needed as described in the Center’s policies and procedures.

Knowledge of instruments and surgical techniques; instrument and needle counts; isolation techniques and terminal cleaning of surgical instruments and rooms.

Demonstrates knowledge of specific technical surgical skills.

Functions within the position description and within the scope of employee/patient relationship.

Participates in opportunities of continuing education.

Demonstrates the ability to utilize recognized channels of communication.

Demonstrates the ability to maintain good interpersonal relationships with patients, co workers, and other health team members.

**PHYSICAL DEMANDS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Standing: | 66-100% | Sitting: | 0-33%  |
| Walking: | 0-33% | Lifting: | 0-50 lbs as needed |
| Carrying: | 0-25 lbs as needed | Pushing: | 0-400 lbs on wheels with assistance |
| Kneeling: | Rarely | Pulling: | Rarely |
| Bending: | Proper bending as necessary to pick things off the floor | Squatting: | Rarely |
| Rotating: | Shoulders as necessary | Reaching: | Overhead as necessary but limited |

|  |  |  |  |
| --- | --- | --- | --- |
| Crawling: | None |  |  |

General comments: Visual and hearing senses must be adequate to communicate, read printout and other reports, distinguish colors, ability to focus and depth perception. Manual dexterity to handle, feel and manipulate supplies and equipment.

**ENVIRONMENTAL CONDITIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Inside: | 95-100% | Outside: | 0-5% | Temperature: | 30F - 115F |
| Fumes: | Frequent | Dust: | Occasional | Gases: | Occasional |
| Odors: | Frequent | Mist: | Occasional | Radiation: | Occasional |

Noise or Vibrations: Running equipment, testing equipment, alarm buzzers, phones, computer and printer, and possibly office equipment

Hazards: Contact with communicable diseases, electrical equipment, blood borne pathogens, etc. Exposed to wet conditions, toxic chemicals, mechanical parts and sharp objects.

Personal protective equipment: Provided (gowns, gloves, goggles, masks, head cover)

***Definitions of Levels of Performance***

**Exceeds Standards (E):** Employee provides a model on this standard for others. Requires little or no oversight or supervision in this area of performance. Employee does more than required standards call for. (Must be supported with examples)

**Meets Standards (M):** Employee is viewed as competent. Requires normal amount of supervision and direction in this area of performance

**Does not meet Standards (D):** Employee is viewed as below competent on this standard and needs improvement. Requires constant oversight and close supervision in this area of performance. (Must be supported with narrative in comment section and a plan for improvement.)

Directions: Complete the following evaluation indicating whether the employee exceeds, meets or does not meet each of the performance standards listed. If a standard does not apply, you should mark N/A in the box, e.g., certification or licensure may not apply to the position. Document examples of how the employee exceeds any standards. If the employee does not meet a standard, document a plan to assist the employee.

| **Customer Service** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Communicates openly, directly, tactfully and effectively.Appreciates and respects other’s needs, opinions, and concerns |  |  |  |
| 2. Conducts self courteously and professionally in all interaction with physicians, patients, patient’s families, visitors, members of the public and co-workers. Demonstrates sincere concern for the needs of all customers |  |  |  |
| 3. Demonstrates knowledge and compliance of Patient Rights, including patient confidentiality. Respects patient privacy. |  |  |  |
| 4. Resolves interpersonal conflicts independently and positively, being sensitive to the needs of all customers. Seeks appropriate assistance when necessary to resolve interpersonal conflicts. |  |  |  |

| **Professional Growth and Accountability** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Submits documentation of required current certification in a timely manner. |  |  |  |
| 2. Willingly participates in cross training activities for professional growth and in order to contribute to the overall function of the Center. |  |  |  |
| 3. Actively participates in activities such as staff meetings, serving on committees, assisting with performance improvement and accepting special projects.Attends and participates in at least 8 staff meetings per year, reads and returns all monthly staff meeting minutes in a timely manner.**# of staff meetings attended during this evaluation year \_\_\_\_\_\_\_** **# of inservice meetings attended during this evaluation year\_\_\_\_\_\_\_** |  |  |  |
| 4. Assumes responsibility for updating knowledge of current policies and procedures, protocol and practices. |  |  |  |
| 5. Functions within scope of practice based on education, skills and experience. Recognizes own limitations and asks for guidance when necessary. |  |  |  |
| 6. Participates in the orientation or preceptorship of newly hired or transferred employees. Serves as a positive role model. |  |  |  |
| 7. Demonstrates satisfactory attendance record.Number of Non Scheduled Occurrences during the past year \_\_\_\_\_\_\_ |  |  |  |
| 8. Demonstrates punctuality by reporting to work on time. |  |  |  |
| 9. Utilizes appropriate procedures when reporting inability to report to work as scheduled or inability to report to work on time. |  |  |  |
| 10. Takes full responsibility for all functions within job description and assures that all functions are completed before leaving at the end of the day. Communicates effectively where follow-up is needed. |  |  |  |
| 11. Adheres to dress code. (Includes wearing name tag) |  |  |  |
| 12. Consistently maintains respect for the physical plant, property, equipment and supplies. Reports problems/needs timely and appropriately. |  |  |  |
| 13. Demonstrates the ability and flexibility to recognize and accept changing conditions while continuing to perform to the best of one’s ability. Promotes a positive attitude with the team. |  |  |  |
| 14.Maintains orderly education file and keeps current all mandatory educational requirements. |  |  |  |

| **Age Specifics** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Demonstrates understanding of the principles of growth and development of the life span and the ability to assess, interpret and to provide the care/service with data reflective to each patient’s age specific needs |  |  |  |

| **Safety Management/Infection Control** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Demonstrates knowledge and skill requirements regarding his/her role in the Safety Management Program (Safety/Security), Infection Control, Hazardous Materials, Emergency Preparedness, Life Safety, Medical Equipment and Utility Systems, and his/her expected level of participation. Submits documentation of annual updates. |  |  |  |
| 2. Is able to explain the Fire Plan. |  |  |  |
| 3. Explains the department’s role in an internal/external disaster. |  |  |  |
| 4. Identifies hazardous materials in immediate work area and demonstrates knowledge of SDS sheets. |  |  |  |
| 5. Identifies and report hazardous working conditions. |  |  |  |
| 6. Demonstrates knowledge of basic infection control precautions. |  |  |  |
| 7. Demonstrates knowledge of how to report equipment malfunctions. |  |  |  |
| 8. Identifies when and how to complete an incident report form. Consistently adheres to established policy and procedures. |  |  |  |
| 9. Demonstrates knowledge of how/what types of utility problems are reported |  |  |  |
| 10. Explains the steps in notifying the appropriate personnel when potential or real security risks occur. |  |  |  |
| 11. Demonstrates competence in preparing and cleaning of OR suites before and between cases and after terminal case cleaning. |  |  |  |
| 12. Maintains surgical asepsis during all procedures. |  |  |  |
| 13. Demonstrates thorough knowledge of instrument processing, sterilization and biological monitoring. Actively participates in instrument processing. |  |  |  |

| **Performance Improvement/Information Management** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Participates in Center wide performance improvement activities. |  |  |  |
| 2. Demonstrates appropriate information release to the customer served. |  |  |  |
| 3. Maintains confidentiality of patient and employee information in accordance with standards. |  |  |  |

| **Position Specific Duties/Competencies** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Pulls supplies for assigned surgical cases. |  |  |  |
| 2. Assists with positioning of patients safely; pads and protects bony prominences. |  |  |  |
| 3. Sets up, scrubs and prepares for procedures at least 15 minutes prior to scheduled time, unless otherwise directed by the circulator. |  |  |  |
| 4. Maintains an orderly and sterile instrument table  |  |  |  |
| 5. Handles instruments correctly and checks for proper working condition |  |  |  |
| 6. Reviews individual preference cards and updates/maintains same |  |  |  |
| 7. Consults with other staff members when in question or unfamiliar with equipment or procedure. |  |  |  |
| 8. Ensures proper handling and identification of specimens |  |  |  |
| 9. Stocking and maintaining assigned equipment and supplies |  |  |  |
| 10. Appropriately responds to the patient in an emergency or physically distressful situation. |  |  |  |
| 11. Effectively communicates with the physician in accounting for all sponges, needles and instruments during and after the procedure  |  |  |  |

|  **Leadership** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Identifies and communicates problems on the unit, pursues feedback for resolution; actively participates in resolution methods. |  |  |  |
| 2. Uses past experiences and results to analyze present problem situations for effective decision making; demonstrates ability to transfer information from one situation to another. |  |  |  |
| 3. Assertively attempts to solve minor problems of care, relationships, equipment, supplies, environments prior management intervention; communicates actions to the RN in charge |  |  |  |
| 4. Demonstrates and utilizes effective leadership and decision making skills. |  |  |  |
| 5. Appropriately utilizes resources for problem resolution. |  |  |  |

| **Staffing** | **E** | **M** | **D** |
| --- | --- | --- | --- |
| 1. Remains flexible in staffing patterns and resolution of staffing conflicts |  |  |  |
| 2. Maintains awareness of posted time schedules and creates personal mechanism to remain up to date with changes. |  |  |  |
| 3. Follows established procedure for schedule changes. |  |  |  |
| 4. Demonstrates flexibility in requesting and granting time changes. |  |  |  |
| 5. Communicates with management when staffing assistance is required; if help is not available, assists to adjust assignments and set priorities. |  |  |  |

**Accomplishments during this Evaluation Period:**

**Goals and Performance Improvement Plan**

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| **Additional Comments** |
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Your signature indicates your understanding of the job description, and that there is **no** reason you cannot perform the functions of this job as required.

Employee Signature Date

Evaluator Signature Date