

Position Title:	OT Technician		
Band:	B1	Department:	Para Medical
Reports to:	Nursing Supervisor/Center Manager	Reported by:	
Job Objective			
An OT technician overall responsibility is to assisting the anesthetist by arranging the require drugs, and to take care of equipments			

Detailed duties and responsibilities	
<p>Duties and responsibilities of OT Technician</p> <ul style="list-style-type: none"> • Operating and understanding all the medical equipment in the Center, and ensure that the relevant equipment is ready before the start of surgery • Coordinating with equipment vendors if equipment is not up to operational standards and ensuring that equipment is fully serviced in a timely manner • Assisting surgical team during operative procedures, by arranging and inventorying sterile set-up for operation and passing items as needed • Assisting in preparing and moving patients, and cleaning the operating theatre • Other responsibilities usually associated with a Technician • Maintenance of Narcotic Drugs and updating of records and register on daily basis <p><u>Performance requirements:</u></p> <ol style="list-style-type: none"> 1. Knowledge of medical equipment and instruments. 2. Skill in applying and modifying the principles, methods and techniques. 3. Skill in preparing and maintaining records 4. Skill in establishing and maintaining effective relationships with patients, Medical and clinic staff . 5. The ability to react calmly and effectively in emergency situations. 6. Graduation from an accredited School of Technician course 	

Key Result Areas

- **Assisting Anesthetist - Arranging require equipments and anesthesia drugs**

Deviations : Complaints by consultants for than 5 times in a month -1

Complaints by consultants for than 4 times in a month -2

Complaints by consultants for than 3 times in a month -3

Complaints by consultants for than 2 times in a month -4

No Complaints by consultants in a month-5

- **Maintaining Narcotic Drugs – Storing, updating about availability, segregation empty ampoules and reporting the same to admin department**

Deviations : Failing to follow the above for more 5 times in a month – 1

Failing to follow the above for more 4 times in a month – 2

Failing to follow the above for more 3 times in a month – 3

Failing to follow the above for more 2 times in a month – 4

Proper maintains and timely and communication to admin department-5

Fumigation and Equipment- Following fumigation SOP'S and documenting about the sending sample to Lab and monitoring twice in a week above the equipments and update status to concern heads

- Deviations :
- Failing to follow the above for more 5 times in a month - 1
 - Failing to follow the above for more 4 times in a month - 2
 - Failing to follow the above for more 3 times in a month - 3
 - Failing to follow the above for more 2 times in a month - 4
 - Proper maintains and timely and communication to concern heads-5

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Qualification	DIPLOMA IN OPERATION THEATRE TECHNOLOGY
Experience (Indicative)	1-3yrs

External Interface	Internal Interface
<ul style="list-style-type: none"> • Patients 	<ul style="list-style-type: none"> • Consultants • All departmental heads in the centre • Center Manager • Housekeeping staff • Pharmacists • Customer Cares
Approved by:	
Date:	