



# Example of Operating Room Assistant Job Description

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Our growing company is looking to fill the role of operating room assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operating room assistant

- Manages and coordinates the activities of Nursing and Support Staff in the operating room to ensure patient care is provided in accordance with the established standards and regulatory requirements
- Ensures appropriate staffing is provided for all shifts of operation for responsible units
- Tasks will include transporting patients to and from operating rooms and retrieval of blood products for assigned rooms
- Assists with patient positioning and prepping under the guidance of a licensed surgical team member
- Accountable for room turn over responsibilities including, but not limited to, trash removal, equipment cleaning, linen removal, sweeping and mopping and assisting in bed preparation for the next surgical patient
- Delivers specimen to lab, obtains blood for transfusion, secures supplies and equipment from other departments within the facility
- Transports patients to the perioperative area as requested by the unit coordinator in accordance with the surgery schedule
- 1 year experience in an Operating Room (Preferred)
- Enrolled in a surgical tech course (Preferred)
- Performs peri-operative assessment of patients under the direction and supervision of the attending physician

- One year experience in an acute healthcare facility required
- Certification within area of expertise or practice (CNOR, etc)
- Two (2) years relevant office experience
- Recent experience in a comparable administrative position
- Familiarity with PCIS, ICD9 codes, and medical terminology
- Proficient in Microsoft products, including MS Word, MS Excel and MS Outlook