

 Oroville Hospital <b>Job Description for Surgery Attendant</b>	Department:	<b>Surgery</b>
	Dept.#:	<b>7420</b>
	Last Reviewed:	05/08; 08/12
	Last Updated:	

### **Reports To**

Nurse Manager

### **Job Summary**

To assure effective cleanliness of the department and to maintain adequate inventory of supplies pertinent to the departmental operation.

### **Duties**

1. Maintain linen supply
  - a. Include adequately stocked warming cabinet
2. Maintain appropriate departmental supplies as available from Oroville Hospital storeroom.
3. Routine cleaning:
  - a. Dust all horizontal surfaces with hospital approved disinfectant daily and between surgical procedures
  - b. Mop Operating Room floors with hospital approved disinfectant daily and between surgical procedures
  - c. Dispose of contaminated linen and trash appropriately
  - d. Provide clean receptacles for linen and trash disposal in all areas of department at all times
  - e. Keep rooms and hallways clear of surplus equipment and/or furniture
  - f. Maintain scrub sinks clean and stocked
  - g. Maintain lounges, conference rooms in orderly fashion
  - h. Damp dust anesthesia equipment daily with hospital approved disinfectant
  - i. Maintain clean and functional suction receptacles
  - j. Keep walls and cabinets free of soil
  - k. Damp dust surgical lights daily and between surgical procedures
  - l. Leave operating beds and gurneys covered with clean linen after cleaning
  - m. Safety straps and stirrup straps are to be clean at all times.
  - n. Damp dust auto claves daily with hospital approved disinfectant
4. Prepare designated surgical suite for Total Joint Arthroplasty using established procedure

5. Provide furniture and equipment pertinent to scheduled surgical procedure to surgical suite
6. Remove sterile supplies from Central Sterile shelves prior to “sterility” outdate
7. Transport patients to surgery and other hospital departments as needed
8. Participate in week-end call rotation
9. Maintain adequate level of dietary supplies
10. Report damaged equipment to Clinical Supervisor of Surgery immediately
11. Wear designated surgical attire
12. Assume additional duties as may be assigned

### **Qualifications**

1. High school diploma or equivalent
2. Current BLS certification
3. Pleasant and well-groomed
4. Knowledge of patient care equipment and supplies
5. Ability to follow written and/or verbal direction
6. Knowledge of body mechanics
7. Must protect patient confidentiality at all times

### **Lifting Requirements**

Must be able to lift 40 lbs. frequently and/or carry objects weighing the same. Must be able to walk and/or stand for extended periods.