Position Title:	OTTechnician		
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

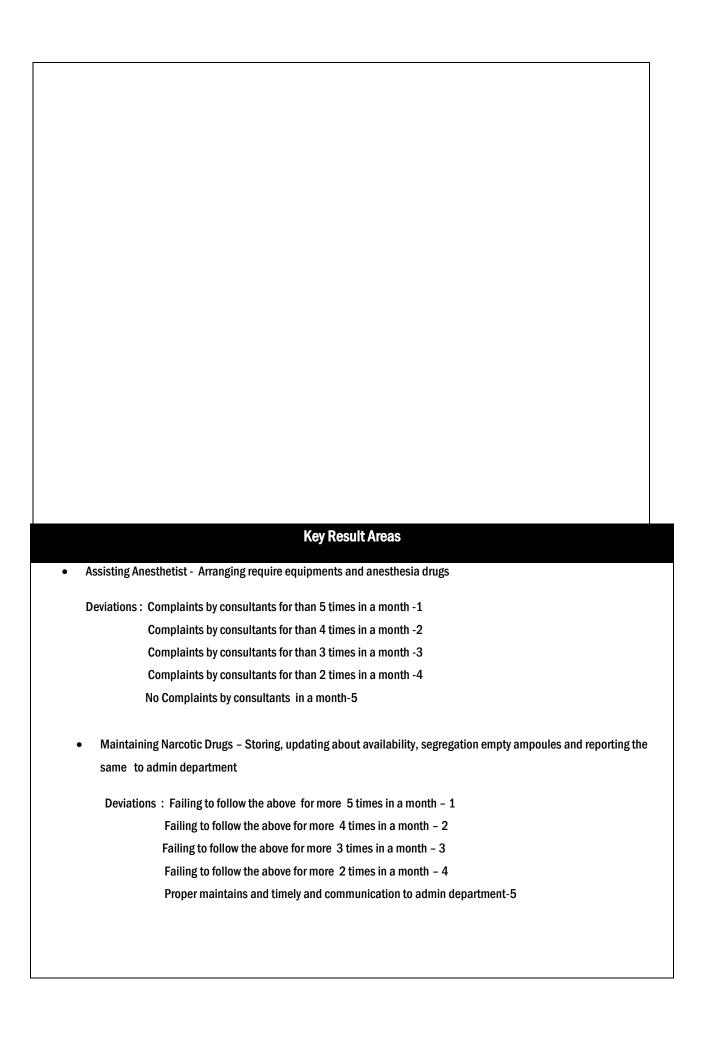
Detailed duties and responsibilities

Duties and responsibilities of OT Technician

- 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

Performance requirements:

- 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



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			

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

External Interface	Internal Interface	
• Patients	 Consultants All departmental heads in the centre Center Manager Housekeeping staff Pharmacists Customer Cares 	
Approved by:		
Date:		