

GOVERNMENT OF INDIA

DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI-110001,
DUTIES AND RESPONSIBILITIES FOR THE POST OF SENIOR TECHNICAL
ASSISTANT (O.T)

- 1) They must be punctual and regular and arrive ahead of time.
- 2) All types of leave taken by them should be brought to the notice of and sanctioned by the competent authority since this would encompass handing over of charge to the next senior person. Intimation regarding leave should be given in advance so that appropriate and attentive alternative arrangements can be made.
- 3) In their respective workplace they will be responsible for general administration and supervision of :-
 - (i) Personnel:- O.T Assistants, O.T technicians and senior O.T Technicians with regard to their regularly, punctuality, leaves, delegation of work, sorting out problems at various workplaces apart from providing guidance in functioning of O.T s & I.C.U.
 - (ii) Ensuring indenting of all types of Anesthetic and ICU equipments and drugs and distribution to various workplaces (O.Ts & I.C.U). They should liase with the Medical stores Department regarding carrying out of inspection of items prior to indenting them and inform the H.O.D Anesthesia.
 - (iii) Ensuring all malfunctioning items/equipment are brought to the notice of company engineers promptly so that corrective/separative work can be carried out at the earliest possible to reduce downtime. This would ensure smooth and uninterrupted functioning of each and every workplace.
 - (iv) Ensuring that surgical equipments including O.T. tables, Electrocautery, O.T lights are maintained in fully functional state alongwith sterilizers, autoclaves, Laparoscopes. Annual Maintenance contracts, Service Reports, Condemnation certificates, Repair Reports are signed by company's engineers, senior O.T. Technician/O.T Technician I/C of that workplace before forwarding them to the H.O.D Anesthesia. They should check that all the log books of various OTs & ICU equipments are maintained properly.
 - (v) Shortage or short supply of essential drugs, items of daily use including I.V cannula, three-way stop cocks, drip sets (adult & pediatric), blood transfusion sets, IV fluid crystalloids and colloids etc. should be brought to the notice of the concerned authorities so that necessary steps for purchasing them can be initiated.
 - (vi) Arrange for demonstration of functioning of anesthesia, I.C.U and other items of surgical equipment by company's engineers for O.T. Technical staff.
 - (vii) Teaching and training of O.R.A Trainees and liasing with the M.O I/c of O.R.A training programme for their lectures and demonstrations. Arranging for their postings to various workplaces and keeping their leave records. Attending to their day-to-day problems.
 - (viii) To assist in measures directed towards management of mass casualties and disasters by organizing pre-hospita care, safe and secure transportation in conjunction with rescue teams and O.T Technical staff.

To ensure that the various workplaces are periodically cleaned and disinfected and measures taken for maintenance of sterile condition in each and every workplace as per results of bacterial/fungal cultures.

To ensure universal precautions kits are readily available in all O.Ts and other workplaces.

- (i) Ensure medical gas pipeline unit, oxygen concentrator, vacuum units, liquid oxygen tanks etc. are properly working & operational by carrying out surprise checks and look into their safety consideration.
 - (xii) To ensure all possible help in ensuring the smooth and uninterrupted working of patient care services and to provide guidance whenever the need arises.
 - (xiii) Ensure strict discipline and decorum at each and every workplace and following of good ethical and moral practices. Also, cordiality in workplace atmosphere is ensured.
 - (xiv) Ensure following of policies of Hospital waste disposal-rules and regulation thereof. Attending to discrepancies, if any and enforcing procedural policies.
 - (xv) Periodically carrying out checks to ensure proper record maintenance at each and every workplace.
 - (xvi) Ensuring that correspondence in respect of O.T technical staff is tackled in a time bound manner especially pertaining to disciplinary proceedings, posting for 26th January. 15th August, any contingencies etc.
- (4) Any other work/task as assigned by seniors/competent authorities from time to time.

Note: Duties and Responsibilities are subject to change with changing circumstances.


I/c & HOD(OT)


Deputy Director (Admn.)


Medical Superintendent