

Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of

Hospital Multi-Tasking Staff(Operation Theatre)

- A) They must be punctual and regular and arrive ahead of time.
- B) All types of leave taken by them should be sanctioned by the competent authority. Intimation regarding leave should be given in advance so that appropriate and alternative arrangements can be made. Taking leave abruptly on frivolous grounds should be avoided.
- C) They must ensure these things at their workplace allotted to them:-
1. Dusting works in O.T department.
 2. Carry all goods for O.T department which are used in O.T. from the main store (I.V Fluids, Injection, linen, cotton rolls, bandages, gauze cloth, equipments etc.)
 3. Storage of Oxygen, Nitrous Oxide and Carbon Dioxide gas cylinders from cylinder store.
 4. Transfer the patients from wards to operation theatre or from O.T. to the wards when Stretcher Bearer is not available.
 5. Maintain all ordinary splints and sand bags.
 6. Preparation of cotton pads and folding gauze.
 7. Disposal or washing of dirty gloves.
 8. Packing of surgical towels, gowns etc.
 9. They must carbolize the O.T properly every day. After every major surgery they must carbolize O.T table and diathermy foot pedals etc.
 10. After every day case of during surgery they shall empty the suction bottles whenever need arises and shall refit them to suction apparatus only after washing them properly and putting some disinfectant solution like savlon it.
 11. They must learn proper techniques for disinfection, infection control, hospital waste management etc. from O.T Technicians and nursing-in-charge.
 12. Help in positioning, transportation and preparation of surgical site of the patient for surgery.
 13. They must stay at their designated place during their duty hours and do their jobs proactively.
 14. Disposal of IV bottles etc.
 15. All the theatre orderlies must respect and follow the instructions given by O.T Technicians and other superiors.

NOTE: Duties and responsibilities would undergo changes with changes in circumstances.


H.O.D. (O.T.)


Deputy Director (Admn.)


Medical Superintendent