

## GOVERNMENT OF INDIA

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

They must be punctual and regular and arrive ahead of time.

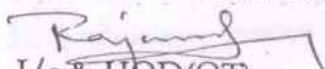
All types of leave taken by them should be sanctioned by the competent authority; intimation regarding leave should be given in advance so that appropriate all alternative arrangements can be made. Taking leave abruptly on frivolous grounds should be avoided.

They must ensure that the workplace allocated to them is :


1. Cleaned and disinfected, sterilization of equipment is done properly.
2. All electrical points/sockets and switches/extension board are in working order and electrical suction units are in working order.
3. Anesthetic machine/workstation alongwith the multifunctional monitor breathing circuits, accessories are attached are in perfect working order.
4. Ensure oxygen, nitrous oxide and carbon dioxide or air cylinders are attached to the anesthesia machine. They must ensure that these cylinders are full and if partly used new cylinders are readily available in O.T/I.C.U at all times.
5. An emergency drugs cart/tray should be kept ready at all times. Checking of the expiry date of the drugs and their replacement is mandatory. Keep resuscitative equipment always ready.
6. Intubation trolley must have appropriate sized endotracheal tubes (As per patient's requirement) laryngoscopes (checked for good light) airways, Magill's forceps, packing roller gauze, sterile gauze pieces, suction catheters, stylette, bougies etc.
7. All anesthetic drugs to be used in the case should be kept on the anesthesia trolley. A stainless steel drugs tray should be kept on the anesthesia machine. Adequate number of syringes, needles. All loaded syringes should be properly labeled.
8. Intravenous fluids, intravenous cannulas, three way stop cocks, scissors, adhesive tapes, spirit, betadine lotion should be readily available in adequate quantities and intravenous fluids screened routinely.
9. In case the anesthetist decides to give regional anesthesia then sterile stainless steel epidural/spinal trays and local anesthetic drugs should be made available along with appropriate disposable spinal/epidural needles/sets and epidural catheters. The O.T Assistant must help in: proper positioning of the patient during administration of regional anesthesia.
10. Proper positioning of the patient before, during after the surgery and during transportation of the patient to the postoperative recovery area or ICU is the duty of the O.T assistant. Application of POP casts/slabs in orthopedic and in burns and plastic surgery cases in conjunction with surgeons.
11. O.T assistants learn a lot about anesthesiology, disinfection, sterilization nursing and surgery.
12. They learn about equipments procured for use in O.T.

13. Ensure proper fixation of O.T light prior to the start of surgery, checking of the electrocautery machine and footpad (bipolar and unipolar leads, with proper earthing)
14. Ensure that the O.T list of the day pasted inside the O.T and patients are brought into the O.T on a trolley alongwith their documents, which should be crosschecked prior to surgery/anaesthesia.
15. Ensure that intravenous fluids, plasma expanders and blood and blood products are made available demand.
16. During the conduct of the surgical procedure and until the time when the patient is shifted to the post operative recovery or ICU he/she must never leave the O.T/ICU.
17. All O.T Assistant before bringing the next patients in the O.T list for surgery, should ensure that their workplace has been cleaned/tidied up and all drugs and equipments are ready. Now, they should keep resuscitative equipment ready for attending peripheral calls from ICU (CVP line, Ryle's Tube CPR, Radiotherapy calls, Radiology calls, IVP, C.T scan, MRI etc) or elsewhere.
18. All O.T Assistants must fill up the drug utilization register with regards to induction agents, Narcotics, Inhalational Agents, Muscle Relaxants, Spinal/epidermal needles/sets and catheters and get the signatures of the attending anathetist on register. Ensure patient details in "Anesthetic Record Registers and Proforma.
19. All O.T assistants must give a proper over to the person next on duty so that continuity is maintained and legal complications do not occur.
20. All O.T Assistants must must respect and follow the instructions given by their senior-O.T technicians, Senior O.T technicians, O.T Supervisor and both Anesthetists and Surgeons.
21. Decorum and discipline at the workplace must be maintained and good ethical practices be followed.
22. Appropriate Hospital waste Disposal Rules and Regulation must be followed.
23. At the end of the day he/she must carefully return the equipment (both anesthesia and surgical) to safe custody after cleaning it. Also, all suction jars/bottles must be got emptied by the nursing attendants/safai karmcharies. Transmitted to the patient under any circumstances.
24. Ensure universal precautions are taken in problem cases/patients. Perform tasks as directed by seniors from time to time.
25. Educates and direct theatre orderlies and safai karmcharies so that they do their jobs properly.

Note: - Duties and responsibilities would undergo changes with changes in Circumstances

  
I/c & HOD(OT)

  
Deputy Director (Admn.)

  
Medical Superintendent