

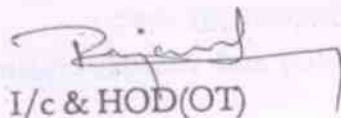
GOVERNMENT OF INDIA
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

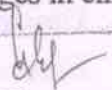
DUTIES AND RESPONSIBILITIES FOR THE POST OF O.T. TECHNICIAN

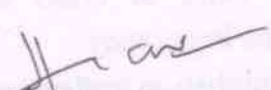
- A. They must be punctual and regular and arrive ahead of time.
- B. All type of work taken by them should be sanctioned by the appropriate and Intimation regarding leave should be given in advance so that appropriate and alternative arrangements can be made. Taking leave abruptly on frivolous grounds should be avoided.
- C. They must supervise the work done by O.T. Assistant working under them in their allotted O.T. or I.C.U.s. Including the post-operative recovery rooms, Pre-Anesthetic check -up room and pa clinics. They will work independently in the absence of O.T. Assistant i.e. they will also perform the duties of O.T. Assistant in case of absence /leave of O.T. Assistant.
- D. They must ensure these things at their workplace allotted to them:-
 1. It should be cleaned and disinfected, sterilization of equipments are done properly.
 2. All electrical points are functioning (sockets and switches) extension boards are working and electrical suction units are in working order.
 3. Anesthetic machines/workstations monitors, breathing circuits and accessories are in perfect working order.
 4. Ensure sufficient number of medical gas cylinders Oxygen, Air Nitrous Oxide, Carbon Dioxide are readily available and checked for adequate pressure.
 5. Ensure pipelines for medical gases (O₂ and N₂O) and vacuum pipeline is attached and checked to be okay.
 6. Ensure emergency drugs tray/cart is checked and kept ready for use. They should cross-check the expiry dates of drugs and replace as and when required. Resuscitative equipment should be kept ready.
 7. Check the patient intubation trolley prepared by the O.T Assistant for all necessary items.
 8. Check the anesthesia machine for presence of all anesthetic drugs, stainless steel trays, Magill's forceps syringes, needles, labels. Intravenous cannulae, three ways stop cocks, adhesive tapes, scissors, spirit, tincture banjoing etc.
 9. Stronge of adequate amounts of intravenous fluids plasma expanders, oversee arrangements for blood and blood products, intravenous sets, blood transfusion sets etc.
 10. Provide spinal/ epidural sets, local anesthetic drugs alongwith stainless steel trays for administration of regional anesthesia. They must supervise and guide in patient positioning for Regional Anesthesia techniques.
 11. Ensure help and provide guidance during positioning of the patient prior to the surgery. during surgery and even during transportation to the post-operative. Recovery area or ICU supervises application of POP casts/slabs by O.T. Assistant in connection with surgeon.

12. Ensure proper functioning and positioning of O.T. Light during surgery, checking of electrocautery machine and foot pads (Bipolar and unipolar leads, with proper earthing).
13. Ensure O.T. /ICU are fully functional and operational, infant warmer should be checked for paediatric cases.
14. Ensure that the O.T list is pated inside the O.T and patients are operated as per sequence. Each patient should come to the O.T with Proper documents, which should be crosschecked.
15. Ensure that during surgery O.T.s are never left unattended.
16. Ensure that after surgical operation is over and the next patient is wheeled in the O.T. should be cleaned and tidied up. In case an infected case or an HIV case has been conducted; then the O.T should be fumigated. Similarly, ICU bed should be cleaned and disinfected before the next patient is taken on it.
17. Ensure appropriate record maintenance-drug utilization register to be filled up by O.T. Assistant. Entries' should be legible, signed by the concerned anesthetic and all cutting/overwriting duly attested. Ensure patient details in 'Anaesthetic Records' Registers of O.T. and in Anesthetic Records Performa'.
18. Carry out minor repairs of equipments and change of parts like bulb of a microscope. O.T. Light, change of oxygen flow sensor etc.

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


I/c & HOD(OT)


Deputy Director (Admn.)


Medical Superintendent