

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

DUTIES AND RESPONSIBILITIES OF SENIOR O.T. TECHNICIAN

Administrative Duties

I. In their respective workplaces they will be responsible for general administration and supervision of:-

- I. Personnel- O.T. Assistants, O.T. Technician, Theatre Orderlies with regard to their regularity, punctuality, leaves, delegation of work, sorting out problems at the workplace apart from providing guidance in performance of various procedures.
- II. Equipment and drugs of daily usage- ensuring that the equipment and articles of daily use are in working order and drugs are available and issued in adequate quantity in each area.
- III. Ensuring universal precautions are taken in problem Cases & universal kits are available when the need arises.

II. Maintenance of Equipment :- (a). In their respective workplaces equipments would be checked, faults notified to the supervisor I/C and corrective measures taken (i.e. repairs by company certified engineers(rechecking of repaired equipment in the presence of company's engineers (to ensure minimum down time & maximize efficiency).

(b). They learn about every equipment procured for use at their workplace and will do minor repairing or change of any defective part live change of defective lamp in operative microscope and O.T. light, change of O₂ flow sensors in Anaesthesia workstations etc. They will make certain that all the equipments are stored safety at their designated places.

(A) Anesthetic Equipment :- Anesthetic Machines/workstation, multifunctional Monitors, Aculazers, Ventilators, Infusion Pumps, Electronically/Pneumatically powered Tourniquets, Defibrillators, Endoscopes-Bronchoscopes, Laryngoscopes, Laryngeal Mask airways, Oxygen therapy devices, Medical gas pipelines equipments, oxygen concentrator, airways, Endotracheal tubes, Breathing Circuits, Pipeline Systems (medical gases and vacuum) and any other new equipments which may be procured from time to time, sterilizers/ autoclaves etc.

(B) Surgical Equipment

- I. General-O.T. Tables, O.T. Lights, Electorcautery units, Tourniquet, Suction Machine etc.
- II. Special - Laparoscopes (Uro-endoscopes, lap. Cholecystectomy sets, gynae- Endoscopes etc), arthroscopes, electrically or pneumatically powered drills, Operating microscopes, Image-Intensifier units etc.

(C) High speed sterilizers, portable autoclave units.

III. Record keeping:-

At their respective workplace they would be responsible for the following:-

- I. Maintenance of log book showing details of individual Anesthetic Equipment-serial numbers, item, year of purchase, list of accessories, price of item. This would exhibit details of repair work carried out, Annual maintenance contract, with amount details Bill numbers/receipts etc.
- II. Indenting of all Anesthetic Drugs and Equipments from store and issuing it to different O.T.s as per requirement.

utilization/Item usage Register-all expensive drugs, inhalation agents, Epidural sets, cutaneous Tracheostomy sets, Double lumen Endobronchial Tubes (bronchocaths) O2 Flow meter, Suction units, Tracheostomy Tubes, CVP lines (-Single/Double/Triple Lumen), CVP, Manometers, Transducers, Pressure Monitoring Lines etc.

Maintenance of Patient Anesthesia Record Register.

IV. Sterilization of Equipment:-

At their respective workplaces they will be responsible for making

- I. Arrangements/supervising operation of the high speed Sterilizers. Autoclaving Units for both surgical items and anesthetic equipment in the I.C.U. or O.Ts by O.T. Technicians and O.T. Assistants.
- II. Arrange/supervise cleaning and chemical sterilization of those items, which cannot be autoclaved eg. Laryngeal Mask Airways Anaesthesia Machines, fiber optic scopes (Bronchoscopes Laproscopes, arthroscopes, uro-endoscopes, Gynae-endoscopes sets) Anaesthetic Breathing circuits etc. by O.T. Technicians and O.T. Assistants.


V. Fumigation of O.T. & I.C.U.

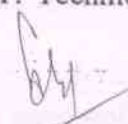
They will oversee/supervise fumigation of O.T.s & I.C.U., ensure proper Washing of O.T.s & ICU;

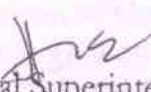
- VI. Teaching Training of O.R.A. (Operation Room Assistants) Trainees, O.T. Technicians and O.T. Assistant with respect to various O.T. & ICU Procedures and Medical Gas Pipeline and Vacuum Systems Unit Functioning and Maintenance.
- VII. Any other duties and Responsibilities assigned by seniors from time to time.
- VIII. He/She will periodically meet the O.T. Supervisor I/C and apprise him of any developments or problems in his/her O.T. and whether these problems have been rooted out or not. Also, all equipment malfunctioning will be intimated to the supervisor I/C so that the firms/companies, engineers (who have supplied the equipment or with whom the Annual Maintenance contract has been signed carry out necessary repairs to the satisfaction of all concerned. Compliance Reports/Maintenance Reports/any other documents will, after satisfactory performance /repairs, is handed over to the supervisor I/C, after signing of documents, for onward transmission and logbook entries made.

Note: - Duties and Responsibilities would undergo changes with changes in circumstances.

They will also perform the duties of O.T. technician in case O.T. Technician is absent or on leave.


I/c & HOD(OT)


Deputy Director (Admn.)


Medical Superintendent