

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time (2 positions) opportunity as an Operating Room Attendant (**Competition #118.18**) exists in the Surgical Services Department reporting to the Clinical Manager.

Summary of Duties, but not limited to:

Patient Care

- Collaboratively assists and takes direction from Operating Room Suite Staff and Physicians with patient surgical preparation activities, ensuring safe, quality and continuity of care
- Anticipates team needs within areas of responsibility before, during and after diagnostic, treatment and therapeutic procedures
- Escorts patients within the Perioperative Services reception area, assigned waiting room, procedure room, recovery area, or washroom when required
- Works with Medical Secretaries, RNs and Physicians to determine and respond to patient flow to maximize efficiency and patient satisfaction
- Ensures procedure/operating room is prepared for daily activities and prepares advanced procedure room(s) for each patient procedure i.e. equipment, instrumentation and procedure supplies
- Turns over the advanced procedure room after each procedure i.e. remove, clean then replace linen on OR bed, clearing items from the previous patient procedure, brings procedure supplies into room
- Promotes and maintains proper infection control measures following PIDAC standard control guidelines
- Takes instrumentation to soiled utility room after patient use and organizes for transport to MDRC
- Relays patient concerns to Health Care Providers

Department Organization

- Orders, receives and stocks medical/surgical supplies and linens from MDRC and/Stores daily to maintain supply
- Supports inventory management in the Surgical Program through anticipating supplies and managing stock with the Inventory Coordinator
- Ensure medication and surgical supplies are within the appropriate expiry date (on a monthly basis)
- Prepares and replenishes hospital requisitions
- Maintains general neatness of procedure/operating room, soiled and clean utility room
- Maintains organization and cleanliness of carts, equipment and work stations
- Prepares and organizes specimens for pick-up
- Performs end of day functions to prepare for next day activities
- Creates and maintains a safe environment
- Maintains excellent communication
- Functions well in a team environment
- Maintains knowledge of current practice related to Surgical Services
- May be required to work in all areas of Surgical Services Clinics
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.



WOMEN'S COLLEGE HOSPITAL

Health care for women | REVOLUTIONIZED

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The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Medical Device Reprocessing Certificate - theory and practicum completed or equivalent (Operating Room education and experience will be considered)
- Membership with the MDRAO preferred
- Previous Operating Room experience preferred
- BCLS or Heart Saver certificate or must complete within 3 months of hire
- Surgical clinic experience preferred
- Knowledge of medical and surgical terminology an asset
- Ability to work in a fast paced environment
- Patient focused, with excellent interpersonal and customer service skills
- Skilled at multi-tasking, prioritization and organization
- Proficient time management and problem solving skills with minimal direction
- Excellent oral and written communication skills
- Competent computer skills
- Superior in developing patient and workplace relations
- Ability to meet the physical demands of the position (frequent walking, standing, reaching, bending and ability to push up to 40 pounds)
- Strong attendance record
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: May 7, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 118.18)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.