

32- OPERATION THEATRE ASSISTANT (OTA)

1. He will supervise the working of staff in the operation theaters and recovery room.
2. He will be responsible for storage, maintenance and accounting of instruments tables and other supplies belonging to the operation theatre and recovery room.
3. He will take adequate precautions against fire and other hazards.
4. He will keep the emergency outfit upto date and in proper working order in the theater.
5. He will supervise cleanliness and maintenance of operation theater
6. He will ensure proper sterilization of instruments, linen and other appliances before use.
7. He will ensure testing of electrical instruments and fixtures by the electrician periodically.
8. He will ensure aseptic technique in operation theatre.
9. He will help in arranging conveyance of patients to and from the operation theatre.
10. He will maintain records relating to his work.
11. He will do any other duty as may be assigned by the Hospital authority.
12. Any other job assigned by the Head of Office.