

BLOOD BANK

SENIOR BLOOD BANK TECHNICIAN

1. To supervise the cleanliness of whole department through Gr.D staff.
2. To get the glassware, equipments, table etc. cleaned by laboratory attendant.
3. To monitor the work of Blood Bank Technician and to guide them in performing blood test through newer techniques.
4. Grouping of all voluntary donors and to perform test for HIV, STS, HBs Ag., etc.
5. To perform HIV test on blood to be transfused, received from private hospitals if it is a recognized zonal center declared by the authority.
6. To collect the blood of all antenatal mothers mostly primi or with bad obstetric history referred from OT for blood grouping and Rh factor. Coomb's test for mother and new born babies if required.
7. To maintain equipment and cold storage in functional condition.
8. To maintain stores and ledger register of chemicals, equipment and inventory of all items in the department.
9. To prepare monthly/annual indent.
10. To prepare monthly report.
11. To assist officer-in-charge in administrative work of the department.

BLOOD BANK TECHNICIAN

1. To receive blood samples for grouping and cross matching along with requisition forms from wards/OT/labour room and others.
2. To perform emergency duty on rotational basis.
3. To perform grouping of all donors(voluntary), bleeding of donors, labeling, documenting, storing and issuing blood.
4. Grouping and cross matching of all blood samples for routine and emergency demand from ward, operation theatre etc. and issuing matched blood as and when required.
5. Doing Rh factor and Coomb's test wherever required and to maintain the record in the register.
6. To issue infusion sets to all the depts. of hospital as demanded..
7. To supervise laboratory attendant in performing his duties.

BLOOD BANK ASSISTANT

1. To assist laboratory technician in his work.
2. To maintain cleanliness of table, washing of glassware in the laboratory area.
3. To obtain in-service training in Medical Laboratory Technician programme if facility available.

OPERATION THEATRE

OPERATION THEATRE SUPERVISOR

1. Mainly general administrative responsibility.
2. Deployment of technical staff (Sr. Technician/OT Technician/OT Asstt.) under their respective area (Routine & emergency OTs).
3. Supervision of the work of OT Technicians working under respective OT.
4. Checking the function of different equipment, apparatus to ensure smooth functioning.

5. Checking and supervision of the essential daily use articles and drugs in respective areas.

6. Arrangement for regular sterilisation of anaesthetic circuit, endotracheal tubes etc.

7. Daily checking of OT tables; lights, gas supply system, suction bottle and electric socket for proper functioning.

8. Supervising cleanliness and maintenance of operation theatre.

9. To ensure that instruments are properly sterilised.

10. To take adequate precaution against fire and other hazards.

11. Keeping the emergency outfit upto date and in good working order in the theatre.

12. Helping in arranging patient's trolley and transferring to and from the operation theatre.

13. To ensure that tables are thoroughly cleaned with Savlon and carbolised before the next patient is put up for surgery.

14. In case of emergency, sterilization of gloves/linen/instrument in high speed autoclave in the operation theatre is needed.

15. Reporting of any problem with functioning of operation theatre equipment, apparatus and drugs etc. to Anaesthetist Incharge of OT.

16. The following registers will be maintained by OT Supervisor :—

(i). Stock register of different items.

(ii). Inventory register of operation theatre.

(iii). Ledger register.

(iv). Duty roster and attendance register etc.

(v). AMC register.

(vi). Catalogue of instruments and high-tech equipments.

(vii). Anaesthesia drug consumption.

17. Any other duty assigned by Anaesthesia Incharge of operation theatre.

SENIOR OPERATION THEATRE TECHNICIAN/SR.PLASTER TECHNICIAN

1. To assist senior operation theatre supervisor in administrative work.

2. To maintain discipline in attendance, punctuality and performance of duties in respect of OT technicians and Gr.D staff.

3. To maintain cleanliness of the operation theatre and ensure complete asepsis on the basis of regular taking up of swab for microbial flora.

4. To prepare monthly and annual indent of operation theatre.

5. To store and maintain all instruments, apparatus and other appliances belonging to the main operation theatre, recovery room and emergency operation theatre.

6. To see that all emergency outfit is kept functioning in functional order at all times.

7. To supervise the subordinate staff.

8. To prepare monthly statistics of operation (Major+Minor) performed.

OPERATION THEATRE TECHNICIAN/PLASTER TECHNICIAN

1. To be incharge of all anaesthetic instruments and equipments of OT.

2. To ensure that all are functional at any time required.

3. To assist doctor in induction and reversal of anaesthesia.

4. To get the patient transferred to recovery room.

5. To get operation table thoroughly cleaned before the next patient is put on the table.

6. All universal precautions to be taken while handling patients blood, body fluid or tissue.

7. All equipment, instrument and linen and gloves to be safely disposed off as per guidelines on Hospital Waste Management.