Timmins and District Hospital
L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emplois en français, s'il vous plait contactez le département des ressources humaines au jobs@tadh.com ou par téléphone au 705-267-6371.

OR / Urology Aide– Operating Room

Position Summary:

- To provide accurate and high-quality work within the framework of current requirements.
- Practice in accordance to meet and follow the infection control standards, Canadian Standards, Association (CSA) and policies and procedures of the organization.
- To act as a resource, coach for staff and mentor for newly hired staff.
- To maintain communication media to support team members in accessing new policies, procedures and information related to meetings and practice changes.

Position Responsibilities:

- To assist perioperative team with all non-nursing tasks.
- To perform quality controls and integrity testing and ensure that staff complete these as per policy.
- To participate in orientation and ongoing training of staff.
- To participate in and contribute to Continuous Quality improvement.
- To review and update policies and procedures applicable to position.
- To keep all carts in the department clean and stocked.
- To reprocess scopes and other surgical instruments used in the OR and Urology department.
- To keep all areas in the department fully stocked.
- To deliver requisitions, specimens, supplies as directed to various hospital departments.
- To obtain, put away, sort all stores and SPD supplies.
- To answer the telephone and to receive and relay messages as required.
- To do portering for the OR. This includes portering of patients to and from all inpatient unit and day surgery when day surgery CSA is not available, x-rays, lab specimen, health records or any other requests made by Charge Nurse.
- To maintain the Operating Room in a clean and orderly manner. Stripping and dismantling of used set-ups and send to SPD.
- To maintain strict confidentiality of hospital and patient information and to function in accordance with the Guidelines for Ethical Behaviour.
- To ensure a healthy and safe working environment in accordance with the Occupational Health and Safety Guidelines.
- Pull equipment/supplies for surgical procedures.

Position Requirements:

- Must be a high school graduate.
- Previous experience in the Operating Room environment is required.
- Must have recent experience pulling cases.
- Must have leadership experience.
- Must possess the CSAO certificate (Central Service Association of Ontario) or equivalent and successful teaching experience is required.
- Must possess the physical ability to lift and move heavy objects.
- Must be able to stoop, bend, reach and work from ladders while performing housekeeping responsibilities.
- Must have the physical ability to independently transport patients by stretcher, bed and wheelchair.
- Must possess the finger dexterity necessary to manipulate equipment and instruments with care and caution.
- Must possess the ability to learn, understand and apply techniques associated with the function of the Urology and Operating Room Department.
- Must be able to understand and follow direction with minimal supervision.
- Must be patient, understanding and tactful when dealing with patients, staff, families and visitors.
- Employment history must demonstrate regular attendance at work.
- Must be able to function in a very busy environment and to perform under stress.
- Able to prioritize assignments with minimal supervision required.
- Must demonstrate leadership qualities, organizational skills and critical thinking.
- Must demonstrate the ability to lead, plan, coordinate, implement, organize and problem solve.
- Must possess the ability to provide effective services to clients/patients in both English and French. Individuals who do not meet the language requirements of this posting are invited to submit their resume for future consideration.
- Salary starting at $27.85/hour ($54,307.50/year) and ranging to $29.60/hours ($57,720.00/year)

Compensation and Benefits

- Starting salary of $27.85/hour; $54,307.50/year (As per Step 1 of the STW collective agreement.)
- Option to enroll in Healthcare of Ontario Pension Plan.

Interested applicants must submit their résumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Janelle LaSalle, email jobs@tadh.com .
Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

**** In the spirit of equity and inclusion, lived experience including intersectionality as a racialized individual, a woman, a member of 2SLGBTQIA+ communities, or a Person with a Disability will be a large consideration in the selection process.***

The Timmins and District Hospital recognize historical barriers experienced by Indigenous Peoples in the health care context. The hospital is committed to addressing these barriers by working to implement concerted Indigenous recruitment efforts to foster a diverse and inclusive environment. As such, we welcome applications from all qualified individuals self-identifying as Indigenous.

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

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