



Provincial Job Description

TITLE:
**(138) Medical Device Reprocessing
Working Supervisor**

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises the Medical Device Reprocessing Department staff and sterilization processes. Cleans/sterilizes and coordinates distribution of surgical instruments, equipment and linens.

QUALIFICATIONS:

- ◆ Medical Device Reprocessing Technician – Certificate of Achievement

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Organizational skills

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in a Medical Device Reprocessing Department to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Prioritizes department workload, schedules staff and deals with staff payroll issues.
- ◆ Coordinates and prioritizes the cleaning and sterilization of surgical instruments/equipment/linens.
- ◆ Monitors the maintenance and distribution of instruments/equipment.
- ◆ Provides input into new policies and procedures and monitors compliance.
- ◆ Provides input into staff performance appraisals and performance reviews.
- ◆ Updates tray recipes and cardex.
- ◆ Maintains records and documents (e.g., sterilization statistics, stock orders, surgery code book).
- ◆ Audits/orders/maintains inventory and tracks supplies.
- ◆ Researches the sterilization protocols for new instruments/items.
- ◆ Liaises with other departments regarding sterilization procedures.
- ◆ Monitors Quality Control of sterilization process.
- ◆ Orientates and trains staff and students on new procedures, equipment and products.
- ◆ Re-programs hand-held terminals for cart audits.
- ◆ Arranges for repair of instruments/equipment (e.g., fibre optics, drills, saws).

B. Sterile Processing Duties

- ◆ Disassembles/decontaminates/reassembles instruments and equipment.
- ◆ Disposes of sharps and non-reusable supplies.
- ◆ Performs preventative maintenance and inspects instruments and equipment for damage and/or alignment.
- ◆ Assembles and bundles instruments/equipment/linens.
- ◆ Cleans, packages, rotates and stores instruments/equipment and supplies.
- ◆ Sets up and audits case carts and carousels.
- ◆ Ensures that proper packaging and sterile processing techniques are followed.
- ◆ Performs various sterilization techniques.
- ◆ Controls and tests performance of solutions/chemicals and maintains records.

C. Related Key Work Activities

- ◆ **Pick up and deliver contaminated or sterile supplies.**
- ◆ **Performs/monitors data entry.**
- ◆ **Provides information to Finance for preparation of invoices.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 18, 2023