



# *Provincial Job Description*

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***TITLE:***  
**(188) Medical Device Reprocessing  
Worker**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Cleans and sterilizes surgical instruments/equipment/linens and maintains/distributes sterile supplies.

***QUALIFICATIONS:***

- ◆ Medical Device Reprocessing Technician – Certificate of Achievement

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills

***EXPERIENCE:***

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Disassemble / Decontaminate**

- ◆ Disposes sharps and non-reusable supplies.
- ◆ Identifies all instruments/equipment and determines proper cleaning methods/cleaning solutions.
- ◆ Sets up and maintains cleaning/sterile processing equipment daily.
- ◆ Disassembles and cleans instruments/equipment.
- ◆ Washing/sterilization and testing of flexible scopes.
- ◆ Cleans/sanitizes items manually or in washers (e.g., ultrasonic, washer, sanitizer).
- ◆ Performs preventative maintenance and inspects instruments and equipment for damage or breakage and alignment.
- ◆ Removes mineral deposits from equipment.

### **B. Assemble / Bundle**

- ◆ Sorts instruments.
- ◆ Cleans, packages, rotates and stores tray items.
- ◆ Reassembles instruments/equipment prior to bundling or sterilization.
- ◆ Orders and folds linen for sterile bundles.
- ◆ Sets up and audits case carts and carousels.

### **C. Sterilization**

- ◆ Identifies which specific sterilizing technique is required.
- ◆ Performs various sterilization techniques (e.g., autoclaves, flash sterilization).
- ◆ Ensures that proper packaging and sterile processing techniques are followed.
- ◆ Loads autoclaves to ensure optimum efficiency.
- ◆ Monitors Quality Control of washers and autoclaves; monitors integrity of sterilization process (e.g., test packs, internal/external indicators).
- ◆ Maintains sterilization records.
- ◆ Controls and tests performance of solutions/chemicals and maintain records.

#### **D. Related Key Work Activities**

- ◆ **Pick up and deliver contaminated or sterile supplies/re-stock.**
- ◆ **Maintains documentation and records (e.g., autoclave statistics, stock orders, surgery code book).**
- ◆ **Maintains inventory control/supply orders (e.g., implant plates and screws, instruments).**
- ◆ **Arranges for repair of instruments/equipment (e.g., fibre optics, drills, saws).**
- ◆ **Maintains order and cleanliness of work area.**
- ◆ **Maintains, lubricates and repairs instruments/equipment.**
- ◆ **Performs data entry.**
- ◆ **Transports instruments/equipment and supplies.**
- ◆ **Maintains and cleans departmental equipment (e.g., autoclaves).**
- ◆ **Cleans operating rooms and surrounding areas.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **May provide input into policy and procedure development.**

*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:***

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***SGEU:***

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***SEIU:***

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***SAHO:***

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***Date: October 18, 2023***