



# *Provincial Job Description*

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***TITLE:***  
**(446) Medical Device Reprocessing  
Facilitator**

***PAY BAND:***  
**13**

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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

Facilitates the training of staff and assists in the coordination/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: Twelve (12) months previous experience in a Medical Device Reprocessing department to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administration**

- ◆ Organizes the prioritization of the instrument room/department workload.
- ◆ Assists in the coordination and prioritizes the cleaning and sterilization of surgical instruments/equipment/linens.
- ◆ Coordinates the maintenance and distribution of instruments/equipment.
- ◆ Assists in recording, updating content and procedure changes.
- ◆ Maintains records/documents and writes recipes (e.g., loaned or borrowed equipment).
- ◆ Maintains inventory control/supply orders (e.g., screws, implant plates, instruments).
- ◆ Ensures delivery and return of items/equipment.
- ◆ Arranges for repair of instruments/equipment (e.g., fibre optics, drills, saws).
- ◆ Assist in monitoring Quality Control of sterilization process.
- ◆ Researches cleaning and sterilization protocols for surgical instruments/equipment.
- ◆ Researches pricing for new and replacement surgical instruments.

### **B. Education / Communication**

- ◆ Orientates and trains new staff to the instrument room.
- ◆ Provides input into staff training reviews.
- ◆ Liaises with other business representatives/departments/facilities regarding equipment availability, special requests (e.g., substitutions, additions/deletions to instrument sets).
- ◆ Communication of changes in policies and procedures.
- ◆ Communication of surgical instrumentation needs and usage for inventory supply.

### **C. Sterile Processing Duties**

- ◆ Disassembles/reassembles and maintains instruments and equipment.
- ◆ Disposes of sharps and non-reusable supplies.
- ◆ Performs preventative maintenance and inspects instruments and equipment for damage and alignment.
- ◆ Assembles and bundles instruments/equipment.
- ◆ Ensures that proper packaging and sterile processing techniques are followed.
- ◆ Performs various sterilization techniques.

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

- ◆ Provides information to finance for preparation of invoices.
- ◆ Enters data into computer.

*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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***SEIU:***

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***SGEU:***

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***SAHO:***

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