



# *Provincial Job Description*

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***TITLE:***  
**(138) Sterile Processing Working  
Supervisor**

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

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***SUMMARY OF DUTIES:***

**Supervises the Sterile Processing Department. Cleans/sterilizes and coordinates distribution of surgical instruments, equipment and linens.**

***QUALIFICATIONS:***

- ◆ **Grade 12 plus**
  - ◆ **Sterile Processing Technician certificate**

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

- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Interpersonal and communication skills**
- ◆ **Leadership and organizational skills**
- ◆ **Knowledge of medical supplies and surgical instruments/equipment**

## ***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months previous experience in a Sterile Processing 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., autoclave statistics, stock orders, surgery code book).**
- ◆ **Audits/orders/maintains inventory and tracks supplies (e.g., spreadsheets/manually).**
- ◆ **Ensures delivery and return of items/equipment.**
- ◆ **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, where required.**
- ◆ **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 or breakage and 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 (e.g., autoclaves, flash sterilization).**
- ◆ **Controls and tests performance of solution/chemicals and maintains records.**

**C. Related Key Work Activities**

- ◆ **Picks up and delivers contaminated or sterile supplies.**
- ◆ **Maintains inventory control/supply orders (e.g., implant plates and screws, instruments).**
- ◆ **Maintains, lubricates and repairs instruments/equipment.**
- ◆ **Enters data into computer.**
- ◆ **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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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