



Provincial Job Description

TITLE:
(188) Sterile Processing Worker

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Cleans and sterilizes surgical instruments/equipment/linens and maintains/distributes sterile supplies for department(s)/facility(s)/region.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication and 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/solutions.
- ◆ Sets up and maintains cleaning/sterile processing machinery daily.
- ◆ Disassembles instruments/equipment.
- ◆ 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. Sterilizing

- ◆ Identifies which sterilizing process is needed for each item prepared.
- ◆ 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).
- ◆ Maintains sterilization records.
- ◆ Controls and tests performance of solution/chemicals and maintain records.

D. Related Key Work Activities

- ◆ Picks up and delivers 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.
- ◆ Moves instruments/equipment and supplies.
- ◆ Maintains and cleans departmental equipment (e.g., autoclaves).
- ◆ Cleans operating rooms and surrounding areas, where required by the job.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May provide information to Finance for invoicing.

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:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.