


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Sterile Processing Working Supervisor</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>138</u></p>
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<p><b>Decision Making</b></p> <p>Changes work routine when equipment is out of order or recalled. Work, such as researching new instruments/ items and sterilization protocols, is undertaken to achieve assigned objectives.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Sterile Processing Technician certificate (584 hours).</p>	<p><u>2.5</u></p>
<p><b>Experience</b></p> <p>Twenty-four (24) months previous experience in a sterile processing department to consolidate knowledge and skills. Twelve (12) months on the job to learn payroll practices, scheduling and collective agreements, consolidate supervisory skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p><b>Independent Judgement</b></p> <p>Plans, organizes and coordinates activities for sterile processing following established procedures. Exercises judgment and has a choice of methods and procedures associated with work schedules, processing priorities and staffing to meet unexpected need (e.g., reorganizing work force during emergent situations.)</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Has regular contact with other employees/physicians, using appropriate tact, to discuss problems, settle requests, and make recommendations associated with instrument/supply/equipment issues.</p>	<p><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
<p>Coordinates resources to provide sterile processing services. Inadequate processing/supply of sterile equipment may delay succeeding service or damage expensive equipment and apparatus (e.g., laparoscope). Inadequate planning and prioritizing of work load may result in late delivery of service.</p>	<p><u>2.5</u></p>
<p><b>Leadership and/or Supervision</b>                      Provides limited direction to sterile processing unit with responsibility for assigning work to staff and inventory control of stock.</p>	<p><u>3.0</u></p>
<p><b>Physical Demands</b>                      Regular physical effort standing and lifting/pushing light to heavy weights, with frequent periods of accurate hand-eye coordination when assembling/disassembling instruments.</p>	<p><u>2.5</u></p>
<p><b>Sensory Demands</b>                      Frequent sensory effort inspecting instruments/equipment/linen, performing audits and operating computer with competing multiple sensory demands while prioritizing work load.</p>	<p><u>3.0</u></p>
<p><b>Environment</b>                      Occasional exposure to major disagreeable conditions such as steam, sharps, chemicals and blood/body fluids.</p>	<p><u>3.0</u></p>