


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Sterile Processing Worker & Purchasing Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>232</u></p>
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<p>Decision Making</p> <p>Follows prescribed standards when cleaning/sterilizing instruments and supplies, ordering and maintaining stock and non-stock supplies. Utilizes choice of action when researching new products or obtaining stock from alternate vendors in emergency situations. Has the ability to prioritize work and to modify sterile trays and bundles when requested. Modifies ordering schedules when required to meet department needs.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Sterile Processing Technician certificate (584 hours).</p>	<p><u>2.5</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to become familiar with disassembly and assembly of instruments, gain product knowledge and utilization, purchasing practices, and become familiar with region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out of stock situations.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when communicating with other departments/employees when tracking missing supplies and taking special instrument requests. Uses appropriate tact when discussing product problems/shortages with departments. Has regular contact with vendors and suppliers.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Cleans/sterilizes equipment and orders stock/non-stock supplies to meet quality and service requirements.</p> <p>Misjudgment in disassembly/assembly may result in damage to equipment. Improper record keeping could result in inaccurate billing and stock shortages which could delay related services and affect the work of departments such as Financial Services.</p>	<p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides orientation to staff. Provides functional guidance to staff regarding product information, evaluation and pricing.</p>	<p><u>1.5</u></p>
<p>Physical Demands</p> <p>Regular cumulative physical effort stocking shelves, unloading freight, filling orders, and delivering supplies/instruments.</p>	<p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort checking instruments and expiry dates, assembling trays and communicating with vendors and staff.</p>	<p><u>2.0</u></p>
<p>Environment</p> <p>Occasional major disagreeable conditions such as blood/body fluids, chemicals, sharps and interruptions.</p>	<p><u>3.0</u></p>

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