



Provincial Job Description

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

PAY BAND:
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FOR FACILITY USE:

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:

SGEU:

SAHO:

Date: 2005

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