



Provincial Job Description

TITLE:
**(232) Medical Device Reprocessing
Worker & Purchasing Clerk**

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Cleans/sterilizes/distributes surgical instruments/equipment/linens. Orders supplies and maintains inventory levels.

QUALIFICATIONS:

- ◆ **Medical Device Reprocessing Technician – Certificate of Achievement**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Accounting skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Sterile Processing Duties

- ◆ Disposes of sharps and non-reusable supplies.
- ◆ Disassembles instruments/equipment.
- ◆ Cleans/sanitizes items manually or in washers (e.g., ultrasonic, washer, sanitizer).
- ◆ Performs preventative maintenance and inspects instruments/equipment for alignment or damage.
- ◆ Removes mineral deposits from equipment.
- ◆ Identifies all instruments/equipment and determines proper cleaning methods/cleaning solutions.
- ◆ Sorts instruments.
- ◆ Cleans, packages and stores tray items.
- ◆ Reassembles instruments/equipment prior to bundling or sterilization.
- ◆ Orders and folds linen for sterile bundles/trays.
- ◆ Utilizes correct packaging and techniques (items and sets must be prepared in the same way each time).
- ◆ Performs various sterilization techniques (e.g., autoclaves, flash sterilization).
- ◆ Monitors Quality Control of washers and autoclaves.
- ◆ Maintains sterilization records.
- ◆ Controls and tests performance of solutions/chemicals and maintains records.

B. Purchasing

- ◆ Orders/receives medical and surgical supplies.
- ◆ Completes purchase orders, codes invoices, tracks back orders and credits.
- ◆ Forwards invoices and purchase orders to the Finance Department.
- ◆ Maintains inventory control/supply orders.
- ◆ Corresponds with vendors regarding new products, new pricing and substituted items.
- ◆ Provides input into budget.
- ◆ Obtains price quotes, product data, samples and delivery information for supplies, services, and repairs (e.g., meets with vendors).
- ◆ Processes monthly expenditure reports for departments.
- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Updates supply lists.
- ◆ Maintains current records regarding requisitions, vendor information, contract information, capital purchases, and general product information/catalogues.
- ◆ Arranges for repairs of instruments/equipment.

C. Related Key Work Activities

- ◆ **Pick up and deliver contaminated or sterile supplies/re-stock.**
- ◆ **Maintains records.**
- ◆ **Maintains order and cleanliness of work area.**
- ◆ **Sets up case carts.**
- ◆ **Maintains and repairs equipment.**
- ◆ **Transports equipment and supplies.**
- ◆ **Maintains and cleans departmental equipment.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Performs clerical duties (e.g., answer telephone, file, fax, scan, photocopy).**
- ◆ **Performs data entry.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 18, 2023