



Provincial Job Description

TITLE:
**(232) Sterile Processing 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:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Accounting skills**
- ◆ **Ability to work independently**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Knowledge of medical supplies and surgical instruments/equipment**

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 damage or breakage and alignment.
- ◆ Removes mineral deposits from equipment.
- ◆ Identifies all instruments/equipment and determines proper cleaning methods/solution.
- ◆ 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 (item 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 solution/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, where required.

C. Related Key Work Activities

- ◆ **Picks up and delivers contaminated or sterile supplies/re-stock.**
- ◆ **Maintains records.**
- ◆ **Maintains order and cleanliness of work area.**
- ◆ **Sets up case carts.**
- ◆ **Maintains and repairs equipment.**
- ◆ **Moves equipment and supplies.**
- ◆ **Maintains and cleans departmental equipment (e.g., autoclaves).**
- ◆ **Orders and folds linen for sterile bundles.**
- ◆ **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, 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.

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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