



Provincial Job Description

TITLE:
**(439) Medical Device Reprocessing
Education Coordinator**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Ensures the learning needs of staff by supplying distance education programs, workshops, in-services and resource information.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Leadership skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Ability to teach adults**
- ◆ **Valid driver's license**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience working in a Medical Device Reprocessing Department.**

KEY ACTIVITIES:

A. Coordinate/Facilitate Education Programs

- ◆ Coordinates, facilitates, evaluates and delivers education programs.
- ◆ Plans workshops/in-services (e.g., WHMIS, TLR and OH&S).
- ◆ Assists with the review and identification of education programs.
- ◆ Liaises with work committees, community groups/agencies, and vendors to determine education/training needs (e.g., emergency preparedness, Endoscopy).
- ◆ Maintains currency with all processing standards.

B. Administration / Communication

- ◆ Develops/maintains and provides current resource information and work standards (e.g., handouts, educational information).
- ◆ Coordinates program registrations and maintains staff training records.
- ◆ Compiles and maintains statistical production records and reports.
- ◆ Communicates, promotes and advertises events and educational programs.
- ◆ Assists in the consultation and planning of educational opportunities for staff.

C. Related Key Work Activities

- ◆ Conducts needs analysis when preparing for in-services/workshops.
- ◆ Audits Medical Device Reprocessing Departments (e.g., compliance with Canadian Safety Standards, biological testing of sterilizers, sterilization practices).

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:

Signed: October 18, 2023