



Provincial Job Description

TITLE:
**(439) Sterile Processing Education
Coordinator**

PAY BAND:12

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Sterile Processing Technician Certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience working in sterile processing department.

KEY ACTIVITIES:

A. Coordinate/Facilitate Education Programs

- ◆ Coordinates, facilitates, evaluates and delivers education program (e.g., Vancouver Community College – Sterile Processing Theory course).
- ◆ Plans workshops/in-services (e.g., WHMIS, TLR and OH&S).
- ◆ Assists with the review and identification of education programs (e.g., quality improvement).
- ◆ Liaises with work committees, community groups/agencies, and vendors to determine education/training needs (e.g., emergency preparedness, Endoscopy Suite).

B. Administration / Communication

- ◆ Develops/maintains and provides current resource information, (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 sterile processing departments within the region (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 June 19, 2012