



# *Provincial Job Description*

---

---

***TITLE:***  
**(446) Sterile Processing Facilitator**

***PAY BAND:***  
**13**

---

---

***FOR FACILITY USE:***

---

---

***SUMMARY OF DUTIES:***

Facilitates the training of staff and assists in the coordination/distribution of surgical instruments, equipments and linens.

***QUALIFICATIONS:***

- ◆ Sterile Processing Technician certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Knowledge of medical supplies and surgical instruments/equipment

***EXPERIENCE:***

- ◆ Previous: Twelve (12) months previous experience in a Sterile Processing department to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Administration**

- ◆ Assists with the prioritization of the instrument room/department workload.
- ◆ Assists in the coordination and prioritizes the cleaning and sterilization of surgical instruments/equipment/linens.
- ◆ Assists in the maintenance and distribution of instruments/equipment.
- ◆ Assists in recording, updating content and procedure changes.
- ◆ Maintains records and documents (e.g., equipment lent out, equipment borrowed from other facilities).
- ◆ Maintains inventory control/supply orders (e.g., screws, implant plates, instruments).
- ◆ Ensures delivery and return of items/equipment.
- ◆ Arranges for repair of instruments/equipment (e.g., fibre optics, drills, saws).
- ◆ Assist in monitoring Quality Control of sterilization process.

### **B. Education / Communication**

- ◆ Orientates and trains new staff to the instrument room.
- ◆ Provides input into staff training reviews.
- ◆ Liaises with other departments/facilities regarding equipment availability, special requests (e.g., substitutions, additions/deletions to instrument sets).

### **C. 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.

**D. Related Key Work Activities**

- ◆ **Picks up and delivers contaminated or sterile supplies.**
- ◆ **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.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

---

---

**SGEU:**

**SAHO:**

---

---

**Date: April 5, 2016**