



Provincial Job Description

TITLE:
**(454) Medical Device Reprocessing
Instrument Technician**

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides technical expertise and acts as a liaison with the Operating Rooms (OR). Inspects, cleans, assembles, tests and sterilizes surgical instruments/implants/equipment for surgeries. Orders and maintains implant inventory for surgical services.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months working in a Medical Device Reprocessing department to learn proper cleaning techniques, handling, assembly/disassembly of instruments/equipment.**

KEY ACTIVITIES:

A. Surgical Instrument Management

- ◆ Works closely with other staff to ensure required instrument/equipment/implants are available.
- ◆ Provides technical expertise in disassembly and cleaning to the decontamination staff.
- ◆ Provides input into the purchase of new instruments/equipment.
- ◆ Orders and maintains consignment and stock inventory (e.g., implants).
- ◆ Troubleshoots and acts as a resource/liaison to the OR (e.g., equipment malfunctions, delays).
- ◆ Performs preventative maintenance and inspects instruments and equipment for damage and alignment (e.g., saws, drills).
- ◆ Assists with coordination of repair, loaning and tracking of instruments/equipment (scanning, data entry, source of reference).
- ◆ Develops and maintains recipes and instructions for packaging/sterilization of instruments/equipment (e.g., assemble, photograph, adapt manufacturer's instructions).
- ◆ May provide input into policy and procedure development.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

B. Disassemble / Decontaminate

- ◆ Disposes sharps and non-reusable supplies.
- ◆ Sets up and maintains cleaning/sterile processing equipment daily.
- ◆ Disassembles instruments/equipment.
- ◆ Cleans/sanitizes items manually or in washers (e.g., ultrasonic, washer, sanitizer).
- ◆ Inspects instruments for cleanliness and functionality.

C. Assemble / Bundle

- ◆ Sorts instruments.
- ◆ Cleans, packages, rotates and stores tray items.
- ◆ Reassembles instruments/equipment prior to bundling or sterilization.

D. Sterilization

- ◆ Identifies which specific sterilization technique is required.
- ◆ Performs various sterilization techniques (e.g., autoclaves, flash sterilization).
- ◆ Ensures that proper packaging and sterile processing techniques are followed.

D. Sterilization (Cont'd)

- ◆ Loads autoclaves to ensure optimum efficiency.
- ◆ Monitors Quality Control of washers and autoclaves; monitors integrity of sterilization process (e.g., test packs, internal/external indicators).
- ◆ Maintains sterilization records.

E. Related Key Work Activities

- ◆ Maintains documentation and records (e.g., autoclave statistics, stock orders, surgery code book).
- ◆ Maintains order and cleanliness of work area.
- ◆ Maintains, lubricates and repairs instruments/equipment.
- ◆ Transports instruments/equipment and supplies.

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