



UNION JOB DESCRIPTION

JD1369

JOB TITLE:	Central Supply Room (CSR) Aide	JOB DESCRIPTION NO.:	F.CI.15306I.002
CLASSIFICATION:	Nursing Assistant II (Sterile Supply) ; Housekeeping Aide	GRID/PAY LEVEL:	F SD19
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15306; 11001
UNION:	HEU	JOB/CLASS CODE:	15306I
PROGRAM/DEPARTMENT:	Community Hospitals	BENCHMARKS (If Applicable):	15306; 11001
REPORTING TO:	Nursing Unit Manager		
FACILITY/SITE:	Cowichan District Hospital (CDH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The CSR Aide cleans, decontaminates, assembles, wraps, sterilizes and distributes complex and specialized instruments, supplies, linen and equipment related to operative procedures; cleans work areas; and performs related clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Cleans, decontaminates, sterilizes, stores and distributes complex operating room and other instruments, supplies, linen and equipment in accordance with established standards and procedures.
2. Cleans, decontaminates, sterilizes, stores and distributes specialized equipment, such as video-fibreoptic endoscopes, in accordance with established standards and procedures.
3. Picks and distributes instrument sets, supplies and equipment, including filling urgent requests from the operating and procedure rooms for additional items required during procedures, in accordance with established standards and procedures.
4. Assembles and checks specialized instruments and equipment, removing all instruments and equipment found to be malfunctioning, defective or requiring repair, servicing or replacement. Documenting and reporting findings in accordance with established procedures.
5. Observes aseptic techniques at all times in compliance with recognized Canada Standards Act and Operating Room Nurses Association of Canada (ORNAC) standards of practice.
6. Maintains clean and tidy work areas, including operating, instrument and procedure, rooms by wiping, sweeping, spot washing and damp mopping, as required. Removes garbage and soiled linen in accordance with established policies and procedures.
7. Performs related clerical duties such as maintaining records and statistics; answering telephones, voice and electronic mail; filing and typing.
8. Maintains inventories at established levels, including rotating stock and completing requisitions for approval.

9. Ensures a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.

10. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of Sterile Supply Processing course plus one (1) year's recent, related experience; or an equivalent combination of education, training and experience.

Skills And Abilities

- Knowledge of surgical and medical terminology.
- Mathematical aptitude.
- Communicate effectively and deal effectively with others.
- Operate related equipment.
- Physically carry out the duties of the position.
- Organize work.