



UNION JOB DESCRIPTION

JD1370

JOB TITLE:	Charge Aide - Sterile Supply Processing	JOB DESCRIPTION NO.:	F.CI.15308.001
CLASSIFICATION:	Nursing Assistant III (Sterile Supply)	GRID/PAY LEVEL:	F SD22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15308
UNION:	HEU	JOB/CLASS CODE:	SI: 40686; CNI: 15308
PROGRAM/DEPARTMENT:	Anesthesia & Surgical Services	BENCHMARKS (If Applicable):	15308
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA: CI (Cowichan District Hospital; Nanaimo Regional General Hospital; West Coast General Hospital) VIHA: SI (Saanich Peninsula Hospital)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) 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.

Reporting to the Manager or designate, and working in a computerized environment, the Charge Aide, Sterile Supply Processing, cleans, decontaminates, assembles, wraps, sterilizes and distributes complex and specialized instruments, supplies, linen and equipment related to operative procedures; provides work direction and supervises assigned Sterile Supply Processing staff; maintains records, summarizes statistics and performs a variety of administrative and clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs sterile supply duties such as cleaning, decontaminating, assembling, wrapping, sterilizing and distributing simple and complex instruments, equipment and linen, relating to operative procedures and performs related clerical duties. Makes recommendations for new or updated procedures.
2. Directs and supervises Sterile Supply Processing Aides for assigned shift by providing daily work direction and instruction, ensuring that work flow, processes, protocols and techniques are carried out according to established procedures. Orients, trains and provides input into employee education needs and performance evaluations as assigned.
3. Monitors and maintains supply inventories utilizing computerized applications and systems. Prepares work requests for repair of malfunctioning equipment and makes recommendations for new or replacement supplies and equipment.
4. Maintains inventory of surgical instruments and supplies for the Operating Room and treatment areas on a daily top-up system via the Stores department. In collaboration with the Operating Room and Stores, adds or deletes items from the daily top-up system as usage changes. Completes requisitions for approval for new/replacement surgical instruments and supplies.
5. Maintains Operating Room case cart system which supplies day-to-day surgical supplies to the Operating Room by ensuring case carts are topped up with required surgical supplies according to established procedures; adjusts case cart supplies as directed.
6. Prepares reports on production information, activities and trends, quality assurance activities and statistics utilizing

data bases, spreadsheets and other computerized applications or programs.

7. Addresses and resolves day-to-day operational concerns or inquiries during assigned shift as they arise, referring contentious issues and more complex problems to Manager or designate.

8. Assembles and introduces new products into the department as directed and in accordance with established procedures.

9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, plus successful completion of a Sterile Supply Processing course and two (2) years' recent related experience, or an equivalent combination of education, training, and experience.

Skills And Abilities

- Communicate effectively both verbally and in writing.
- Deal with others effectively.
- Physically able to carry out the duties of the position.
- Supervise.
- Organize work.
- Operate related equipment.