



UNION JOB DESCRIPTION

JD1374

JOB TITLE:	Central Sterilization & Reprocessing (CSR) Supervisor	JOB DESCRIPTION NO.:	F.Cl.15315.001
CLASSIFICATION:	Nursing Assistant IV (Sterile Supply)	GRID/PAY LEVEL:	F SD25
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15315
UNION:	HEU	JOB/CLASS CODE:	15315
PROGRAM/DEPARTMENT:	Anesthesia & Surgical Services; Community Hospitals	BENCHMARKS (If Applicable):	15315
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital (NRGH); Cowichan District Hospital (CDH); West Coast General Hospital (WCGH)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

In a computerized environment the Central Sterilization & Reprocessing (CSR) Supervisor performs administrative duties such as monitoring expenditures, participating in quality assurance activities, evaluating equipment, drafting and recommending policy and procedure changes, and maintaining equipment and supply inventory; provides supervision and work direction for designated staff to ensure work performed is consistent with established procedures and completed according to schedule. Performs sterile supply duties as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Monitors monthly expenditures, makes recommendations regarding the budget for assigned area, participates in the evaluation and selection of equipment and supplies, prepares purchase requisitions, obtains authorization signature and forwards requisitions to Purchasing.
2. Monitors, implements and maintains approved Quality Assurance policies, protocols and standards; communicates quality assurance policies and protocols to designated staff; reviews, drafts and recommends changes to standards and procedures. Establishes, implements and communicates safe work procedures and practices, provides orientation, training and supervision for staff to adhere to, follow and maintain training in care, safety and handling of departmental equipment and machinery.
3. Supervises designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and recommending and conducting related training and orientation. Prepares staff schedules and carries out timekeeping functions for assigned area. Provides daily work direction and instruction ensuring work flow, cleaning, processing, wrapping and sterilization techniques for equipment are carried out according to established procedures.
4. Monitors and maintains supply inventory utilizing computerized applications and systems. Identifies need for new or replacement supplies and equipment and participates in the review and evaluation of supplies and equipment. Prepares work requests for repair of malfunctioning equipment.
5. 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. Orders new/replacement surgical instruments and supplies through Purchasing as dictated by supply and demand.

6. 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.
7. Develops reports for manager as required on activities and trends, quality assurance activities and statistics utilizing data bases, spreadsheets and other computerized applications or programs.
8. Attends meetings with nursing staff and others to deal with matters related to Sterile Supply activities. Addresses and resolves day-to-day operational concerns or inquiries as they arise. Communicates and refers problems to Manager.
9. Performs sterile supply duties as required and performs related clerical duties.
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of Sterile Supply Processing course plus three years' recent related experience, including one year in a supervisory capacity or an equivalent combination of education, training, and experience.

Skills And Abilities

- Knowledge of surgical and medical terminology.
- Mathematical aptitude.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment including computerized equipment such as data bases, spreadsheets and other computer applications.