



## UNION JOB DESCRIPTION

JD1516

<b>JOB TITLE:</b>	Central Supply Department Technician	<b>JOB DESCRIPTION NO.:</b>	F.NI.15306.001
<b>CLASSIFICATION:</b>	Nursing Assistant II (Sterile Supply)	<b>GRID/PAY LEVEL:</b>	F SD19
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15306
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	15306
<b>PROGRAM/DEPARTMENT:</b>	Community Hospitals, Central Supply	<b>BENCHMARKS (If Applicable):</b>	15306
<b>REPORTING TO:</b>	Supervisor		
<b>FACILITY/SITE:</b>	Campbell River & District General Hospital (CRH)		

### JOB SUMMARY:

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

Reporting to the Supervisor, performs duties in relation to cleaning, sterilization, assembly, wrapping and storage, supply rotation and distribution of simple and complex instruments, equipment and linen related to the O.R. and other areas of the hospital. Picks equipment for O.R. instrument sets and fills requests from the O.R. Maintains quality control relating to medical/surgical supplies and equipment according to established procedures. Performs related clerical duties.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Cleans, decontaminates, assembles, wraps and/or labels and sterilizes instruments and equipment such as syringes, catheters, respirators, suction machines and/or linen such as O.R. packs by operating equipment such as heat sealer, washer-sterilizer, water distiller, Cidematic, steam and Abtox sterilizers according to established procedures.
2. Picks and distributes instrument sets, supplies and equipment for operative procedures according to established procedures.
3. Fills urgent requests from the O.R. for additional items required during surgical procedures.
4. Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate areas.
5. Cleans sterilizers and storage area according to established schedule and procedures.
6. Checks C.S.D. supplies daily and reports supply requirements to supervisor for requisitioning. Puts away supplies when received.
7. Removes from circulation and reports to supervisor, any malfunctioning equipment describing the nature of the problem.
8. Performs related clerical duties such as maintaining records, answering telephones, filing and maintaining sterilization records as outlined in procedures.
9. Performs other related duties as assigned.

### QUALIFICATIONS:

## **Education, Training And Experience**

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

## **Skills And Abilities**

- Knowledge of surgical and medical terminology.
- Mathematical aptitude.
- Ability to communicate and deal effectively with others.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work.