NON-CONTRACT ROLE DESCRIPTION

JD2694

ROLE TITLE:	Coordinator, Medical Device Reprocessing	**ROLE DESCRIPTION NO.:**	00697
DEPARTMENT:	Surgical Services, Perioperative CAre	**HEABC REFERENCE NO.:**	1872616
REPORTING TO:	Director, Surgical Services, Perioperative	**HSCIS CODE:**	03099
CLASSIFICATION:	NCEM/Range 8A	**JOB CODE:**	04099T

ROLE 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.

Reporting to the Director, Surgical Services, Perioperative Care, the Coordinator, Medical Device Reprocessing (MDR) supports the standardization of all reprocessing equipment, consumable products and supplies, medical devices and processes, integrated within the Vancouver Island Health Authority (VIHA). The Coordinator is responsible for planning leadership development, program development, coordination and implementation of strategic health service performance improvement initiatives, and ongoing evaluation of best practices in medical device reprocessing. Acts as the critical link with senior leaders, front line workers, health care professionals and other staff at all levels of VIHA and other Health Authorities, the Provincial Ministry and external organizations on current and proposed MDR services. Supports the reprocessing work of Managers and support staff of various departments where reprocessing occurs and ensures program continuity for all aspects of medical device reprocessing within VIHA.

DUTIES AND RESPONSIBILITIES:

1. Acts as a medical device reprocessing practice expert and role model by demonstrating leadership and promoting excellence in clinical practice using well established methods based on recognized standards of practice.

2. Provides medical device reprocessing expertise to VIHA leadership and staff by providing information, recommendations and solutions on reprocessing issues. Provides expertise for strategic planning, operational planning, quality improvement planning, standards of practice and workplace health and safety.

3. Leads the development, implementation, maintenance and delivery of an MDR evaluation framework to assess medical device reprocessing staff against core reprocessing competencies.

4. Collaborates with other provincial MDR Coordinators and Educators in the development, implementation and maintenance of a quality improvement system that monitors reprocessing practice. Provides leadership and direction for MDR areas to ensure consistency and accountability in the delivery of reprocessing standards.

5. Leads the team that completes the annual British Columbia Ministry of Health (BC MoH) Reprocessing Audit. Submits annual audits to the BC MoH.

6. Submits summary reports and non compliance reports from the annual BC MoH reprocessing audits to the Island Health Senior Executive.

7. Monitors and reports the progress of non-compliant items from the annual BC MoH reprocessing audits to the Director of Surgery and Island health Senior Executive.

8. Maintains the Island Health Quality Assurance plan for Reprocessing. Submits plan annually to the senior executive and then to the BC MoH.

9. Participates in provincial working groups such as the Medical Device Reprocessing Competency Subcommittee that provide guidance to the province on medical device reprocessing standards.

10. Works in collaboration with the Infection Prevention and Control practitioners and senior leadership to provide expertise in the evaluation and determination of potential patient harm in the event of an adverse event concerning the improper reprocessing of a semi-critical or critical medical device.

11. Leads and supports sterilization and reprocessing product evaluation committees to assist in the process of standardization and to select and trial new equipment and products.

12. Participate in the development, implementation and maintenance of a delivery and evaluation framework to develop baseline and ongoing assessments of required medical device reprocessing policies and procedures. Identifies policy gaps and prioritizes the development of reprocessing policies and required procedures for each policy based on standards of practice and manufacturer's reprocessing recommendations.

13. Leads project teams and working groups to achieve program goals and objectives, and foster team and consensus building between relevant teams and working groups. Builds productive working relationships with a wide variety of groups and individuals and fosters open communication with team members.

14. Liaises with stakeholders to ensure that training needs in regard to changes and additions to product, supplies, equipment, relocation of reprocessing activities and policy and procedure are identified and implemented.

15. Collaborates with key stakeholders and end users to facilitate and support the standardization of all equipment, reusable and consumable products and supplies used in all aspects of medical device reprocessing. Assist with the standardization of instrument sets and trays as required by the end users.

16. Participates and provides expertise to the Shared Services Group on reprocessing products, supplies and equipment.

17. Consults with Information Management/Information Technology (IMIT) to provide applicable reprocessing information to develop and maintain a website on the intranet. Promotes and encourages MDR leaders to contribute and support communication tools for VIHA-wide use.

18. Develops an implementation plan and education sessions on the reprocessing of medical devices. Develops, maintains and delivers a regional new employee orientation and continuing education process to meet the ever changing environment of reprocessing. Promotes the importance of quality improvement and patient/client/customer confidentiality and applies best practices to ensure optimum continuum of care and service delivery.

19. Coaches and mentors team members to use appropriate quality improvement tools and methods.

20. Works collaboratively with all MDR departments to ensure that medical device reprocessing accurately reflects current standards of practice and needs of VIHA.

21. Provides leadership to the VIHA Reprocessing Working Group by providing expert guidance and direction on required standards of practice. Analyzes emerging trends to propose innovative solutions. Identifies new technologies to support service delivery and realigns business processes to integrate with new technology. Ensures changes to existing and new processes comply with privacy and security.

22. Provides input into budgetary impacts on the implementation of reprocessing standards and leads new initiatives that support improvement efforts.

23. Maintains own continuing education with respect to clinical knowledge and expertise.

24. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a bachelor's degree in a related health discipline and five (5) years' recent related experience with all aspects of medical device reprocessing and/or Operating Rooms.

Skills And Abilities

- Familiarity and experience with all types of medical device reprocessing equipment and their uses.
- Proven leadership skills working with diverse groups of people.
- Demonstrated ability to develop effective working relationships and collaborate with key stakeholders across a wide range of groups.
    - Demonstrated, strong team-building and coaching/development skills.
    - Ability to articulate and arouse enthusiasm for a shared vision and mission.
- Ability to lead in the support, development and education of VIHA policies and procedures related to medical device reprocessing.
- Strong systems-thinking, critical analysis, problem solving and decision making skills.
- Proven strong written and verbal communication skills and good presentation skills.
- Demonstrated ability to successfully educate adult learners including the development of in services, lesson plans, competency testing, and orientation using different delivery methods based on students 'strengths.
- Evidence of ability to successfully manage and support change through negotiation and facilitation.
- Experience with computer equipment and software.
- Self-directed with effective organizational, time management and prioritization skills.
- Ability to define own continuing education needs and maintain competency through reading literature, management development, seminars and available educational offerings.