



UNION JOB DESCRIPTION

JD4536

JOB TITLE:	Inventory Assistant	JOB DESCRIPTION NO.:	4536
CLASSIFICATION:	Nursing Assistant II (Sterile Supply) ; Stores Attendant III; Transportation Attendant I	GRID/PAY LEVEL:	F SD19
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15306; 17003; 19001
UNION:	HEU	JOB/CLASS CODE:	40674
PROGRAM/DEPARTMENT:	Rural Health	BENCHMARKS (If Applicable):	15306; 17003; 19001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Port Hardy Hospital, Port McNeill Hospital, Port Alice Health Centre, Cormorant Island Community Health Centre		

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.

Reports to the Manager, Mount Waddington or designate and receives direction from Infection Prevention & Control, Medical Device Reprocessing Department, and Clinical Lead at the acute sites. This role takes inventory, sorts, cleans, stocks, ships and receives appropriate supplies, procedure instruments and related equipment for the Mount Waddington sites in accordance with established policies and procedures. Maintains an inventory of equipment and supply stock and keeps records of purchases for Mount Waddington nursing and acute care.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Under the direction of the Medical Device Reprocessing Department and Infection Prevention & Control at Campbell River Hospital,

- Cleans, decontaminates, assembles, wraps, sterilizes and stores all O.R. instruments and equipment according to established procedures.
- Cleans, decontaminates, assembles, wraps, sterilizes and stores all instruments and equipment related to other areas of the hospital according to established procedures.
- Inventories, pre-cleans and packages instruments and equipment requiring sterilization for shipping to WCGH and receives these instruments back once sterile for deployment at site, medical clinics and other agreed to facilities in accordance with established policy and procedures.
- Picks and distributes instrument sets, supplies, and equipment for operative procedures according to established procedures.
- Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate area.

2. Under the direction of the Clinical Leads at the Mount Waddington sites,

- Completes purchase requisitions for medical equipment and supplies through VIHA and private manufacturers and distributes as needed on site, in accordance with established policies and procedures.
- Receives and tracks inventory of equipment and supplies in accordance with established policies and procedures.
- Reports various equipment malfunctions in accordance with established policies and procedures.
- Utilizes an inventory tracking system to record billing for Island Health and non-Island Health facilities' sterile processing work, supplies and/or medications by completing appropriate on-line documentation, submitting electronic requisitions, and adjusting inventory levels as directed.
- Maintains designated work area(s) in accordance with established policies and procedures.
- Performs related clerical duties such as maintaining records, answering telephones, filing and typing.
- May be required to travel to other VIHA sites to perform tasks as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

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

Valid Class 5 BC Driver's License.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Knowledge of surgical & medical terminology.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.