



UNION JOB DESCRIPTION

JD461

JOB TITLE:	Medical Device Reprocessing Technician	JOB DESCRIPTION NO.:	40259
CLASSIFICATION:	Nursing Assistant II (Sterile Supply)	GRID/PAY LEVEL:	F SD19
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15306
UNION:	HEU	JOB/CLASS CODE:	40259
PROGRAM/DEPARTMENT:	Diagnostic & Surgical Services; Perioperative Services	BENCHMARKS (If Applicable):	15306
REPORTING TO:	Supervisor/Team Lead		
FACILITY/SITE:	VIHA SI: Royal Jubilee Hospital; Victoria General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & 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 Supervisor/Team Lead. Performs a variety of duties such as cleaning, sorting, assembling, and picking of simple and complex types of instrument sets, equipment, and endoscopes used in the Operating Room (O.R.), Endoscopy, and other areas of the hospital. Wraps and sterilizes instruments and equipment, utilizing applicable sterilization techniques, and distributes to appropriate areas. Performs related computerized and clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives contaminated carts such as O.R. case, urology, cardiac arrest, and emergency, and instruments such as cancer center trays and flexible endoscopes from all areas of the hospital, outside agencies, and customers. Strips, checks, cleans, sorts, and decontaminates carts, instrument sets and equipment.
2. Prepares all equipment, instruments, trays and supplies for sterilization by picking, inspecting, checking and assembling simple and complex items such as Open Heart, facial fracture, total hip and knee sets, according to established guidelines using the computerized Instrument Tracking system.
3. Receives, disassembles, tests, cleans, sterilizes and high level disinfects multiple types and styles of endoscopes and their components.
4. Removes from circulation instruments and equipment found to be defective or in need of repair or replacement during inspection and checking process and reports to supervisor accordingly.
5. Disassembles, cleans, tests and reassembles anesthesia and other respiratory equipment on a routine and urgent basis.
6. Prepares all general use and specialty items for sterilization utilizing applicable sterilization technique such as chemical and steam following established guidelines.
7. Replenishes supplies in the O.R. and user areas using the computerized instrument tracking system according to pre-established quotas. Rotates supplies, removes/discards outdated supplies and picks up soiled re-usable supplies according to department policies and procedures. Assigns supplies and equipment to units using the computerized instrument tracking system.
8. Receives and fills Medical Device Reprocessing Department supply requisitions from user areas including the O.R. and completes related documentation and distribution records.

9. Cleans and disinfects work area, storage areas and equipment such as counters, shelves, carts and work tables following established cleaning procedures.

10. Performs other related duties as required.

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 medical and surgical terminology.
- Mathematical aptitude.
- Ability to organize work.
- Physical ability to carry out duties of the position.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.