



UNION JOB DESCRIPTION

JD464

JOB TITLE:	Central Processing Service Assistant	JOB DESCRIPTION NO.:	40393
CLASSIFICATION:	Nursing Assistant II (Sterile Supply)	GRID/PAY LEVEL:	F SD19
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15306
UNION:	HEU	JOB/CLASS CODE:	40393
PROGRAM/DEPARTMENT:	Medicine, Chronic Disease Management & Primary Health Care; Community Hospitals/Rural Medicine Program	BENCHMARKS (If Applicable):	15306
REPORTING TO:	Clinical Nurse Leader, Surgical Services or manager		
FACILITY/SITE:	Various VIHA SI Sites (SPH)		

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 at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, cleans, decontaminates, assembles, wraps, sterilizes and distributes simple and complex instruments, equipment and linen related to the O. R. and other areas of the hospital, and performs related clerical duties. The assembly is of a higher complexity and also involves picking of equipment for O.R. instrument sets and filling requests from the O.R.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Cleans and/or decontaminates, assembles, wraps, sterilizes and/or sanitizes and delivers to O.R. all O.R. instruments and equipment according to established procedures.
2. Cleans, assembles, wraps, labels and sterilizes and/or sanitizes instruments and equipment such as oxygen tents, endoscopes, suction machines and linen such as O.R. gowns by operating equipment such as heat sealer, washer-sterilizer, autoclave, and pasteurizer.
3. Picks instrument sets, supplies and equipment according to established procedures and collects and delivers such items to and from O.R., Emergency and Nursing Units.
4. Fills urgent requests from the O.R., Emergency and Nursing Units for additional items.
5. Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate area.
6. Identifies by date on label and re-sterilizes out-dated sterile supplies and equipment in CSR, the Emergency Department and on the Nursing Units.
7. Ensures that equipment is in good working order by performing regular spore tests and monitoring graphic charts on autoclaves according to established procedures. Advises Head Nurse of needed repairs.
8. Maintains CSR in clean and tidy condition.
9. Performs related clerical duties such as maintaining records, answering telephones, filing and typing.
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of Sterile Supply Processing course, plus one year's 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.