



## UNION JOB DESCRIPTION

JD468

<b>JOB TITLE:</b>	Team Lead - Medical Device Reprocessing Department	<b>JOB DESCRIPTION NO.:</b>	40174
<b>CLASSIFICATION:</b>	Nursing Assistant III (Sterile Supply)	<b>GRID/PAY LEVEL:</b>	F SD22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15308
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	SI: 40174 CNI: 15308
<b>PROGRAM/DEPARTMENT:</b>	Perioperative Services; Medical Device Reprocessing Department	<b>BENCHMARKS (If Applicable):</b>	15308
<b>REPORTING TO:</b>	Manager, Medical Device Reprocessing Department or designate		
<b>FACILITY/SITE:</b>	VIHA SI Sites (Victoria General Hospital, Royal Jubilee Hospital); NI Sites (Campbell River Hospital, Comox Valley 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 at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to Manager, Medical Device Reprocessing Department or designate. Supervises and provides work direction for designated Medical Device Reprocessing Department (MDRD) staff to ensure work performed is consistent with established procedures and completed according to schedule. Adjusts staff schedules, assists Manager with activities related to budget, and maintains inventories of departmental and surgical supplies.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises Medical Device Reprocessing Technicians (MDRTs) by providing daily work direction and instruction ensuring workflow, cleaning, processing, wrapping and sterilization techniques for equipment are carried out according to established procedures.
2. Participates in orienting and training staff, evaluates staff performance and provides input on performance appraisals, updates staff schedules and carries out timekeeping functions such as recording and maintaining timekeeping records.
3. Monitors and maintains inventory of MDRD supplies. Prepares purchase requisitions, obtains authorization signature, and forwards requisition to Purchasing. Identifies need for new or replacement supplies and equipment and participates in the review and evaluation of supplies and equipment.
4. Maintains inventory of surgical instruments and supplies for the Operating Room and treatment areas on a daily top-up system via the Stores department. In collaboration with the Operating Room and the Stores Department, adds or deletes items from the daily top-up system as usage changes. Orders new/replacement instruments and supplies through Purchasing as dictated by supply and demand; orients staff to processing of new instruments and supplies.
5. Maintains Operating Room case cart system, which supplies day-to-day surgical supplies to the Operating Room by ensuring case carts are topped up with required surgical supplies according to established procedures.
6. Maintains computerized instrument tracking system by ensuring all equipment and instruments are bar coded and entered into system in a timely manner. Makes updates, catalogues instruments, and runs various reports in order for staff to access required instrument and equipment information.

7. Provides Manager with periodic reports on MDRD activities and trends. Identifies to Manager need for new or revised departmental procedures. Introduces new products and procedures to staff as assigned.
8. Supervises staff in care, safety and handling of departmental equipment and machinery. Prepares work request for repair of malfunctioning equipment.
9. Maintains liaison with Nursing and other departments/services in matters related to MDRD activities. Addresses and resolves day-to-day operational concerns or inquiries as they arise. Communicates and refers problems to Manager.
10. Records and summarizes related production and quality assurance information as directed.
11. Performs other related duties as assigned.

**QUALIFICATIONS:****Education, Training And Experience**

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

**Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out duties of position.