



## UNION JOB DESCRIPTION

JD5105

<b>JOB TITLE:</b>	Central Processing Assistant	<b>JOB DESCRIPTION NO.:</b>	5105
<b>CLASSIFICATION:</b>	Nursing Assistant II (Sterile Supply)	<b>GRID/PAY LEVEL:</b>	F SD19
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15306
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	40717
<b>PROGRAM/DEPARTMENT:</b>	Diagnostic & Surgical Services; Perioperative Services	<b>BENCHMARKS (If Applicable):</b>	15306
<b>REPORTING TO:</b>	Supervisor/Charge Aide		
<b>FACILITY/SITE:</b>	South Island Surgical Centre (SISC); Centre Island Surgical Centre (CISC)		

### 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/Charge Aide. Performs a variety of duties such as cleaning, sorting, assembling, and picking of simple and complex types of instrument sets, equipment, and linen used in the Operating Room (O.R.) and other areas of the hospital. Wraps and sterilizes instruments and equipment, utilizing applicable sterilization techniques, and distributes to appropriate areas. Performs related clerical duties.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives contaminated carts such as O.R. case, urology, tracheostomy, cardiac arrest, and emergency, from all areas of the hospital. 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 tracheostomy and vaginal laceration sets, according to established guidelines.
3. 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.
4. Prepares all general use and specialty items for sterilization utilizing applicable sterilization technique such as chemical, steam or ethylene oxide (E.T.O.) following established guidelines.
5. Replenishes supplies in department and user areas according to pre-established quotas. Rotates supplies, removes/discards outdated supplies and picks up soiled disposables according to department policies and procedures.
6. Receives and fills Central Processing supply requisitions from user areas including the O.R. and completes related documentation and distribution records.
7. Cleans and disinfects work area, storage areas and equipment such as counters, shelves, carts and work tables following established cleaning procedures.
8. 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.