



POSITION DESCRIPTION

POSITION TITLE: Medical Device Reprocessing Technician	DEPARTMENT: Medical Device Reprocessing (MDR)
CLASSIFICATION: Technician II	APPROVED BY: Regional Lead – Acute Care & Chief Nursing Officer
UNION: CUPE Facility Support	DATE APPROVED: August 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services (Acute Care)

POSITIONS SUPERVISED: None

POSITION PURPOSE

Southern Health-Santé Sud fosters a culture of patient and staff safety and is currently seeking personnel to perform a series of detailed technical duties related to decontamination, reassembly, functionality testing, sterilization and distribution of medical and/or surgical supplies and medical devices for various areas of the hospital in accordance with the Collective Service Agreement and Accreditation Canada Standards.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- In accordance with Infection Prevention & Control (IP&C), decontamination, sterilization, aseptic technique and established policies, procedures, Workplace Safety & Health and WHMIS.
- Receives, sorts, disassembles, cleans, decontaminates, sterilizes, assembles, wraps and reassembles all trays, medical devices, carts, supplies and equipment related to the Operating Room (OR) and/or other areas of the hospital and/or region.

- Identifies and reports to the Manager, Health Services and/or Medical Device Reprocessing (MDR) Lead Hand damaged and malfunctioning medical devices, equipment and supplies.
- Loads and operates decontamination and sterilizing equipment; monitors equipment operation and performs standard quality assurance tests on effectiveness on both the decontamination and sterilization processes in accordance with the manufacturer's specifications.
- Maintains an awareness of the subtle complexities of the instruments from all of the specialties.
- Maintains an understanding of and adheres to Quality Assurance Policies and Procedures.
- Reads and interprets the slate in order to anticipate surgical requirements for surgical cases on current and future shifts.
- Prepare linen bundles for the OR.
- Handles, transports, stores and rotates sterile and non-sterile supplies throughout the facility. Must apply inventory rotation and sterility maintenance principles.
- Transports soiled surgical instruments and equipment, while ensuring infection control principles are followed.
- Receives, fills and delivers urgent and routine requests for medical devices, supplies and equipment or the OR and/or other patient care areas.
- Operates processing machines and performs related monitoring and recording duties.
- Receives, fills, delivers and records requests for standard equipment and supplies; reports and records shortages, problems and complaints of same.
- Interacts in person and/or on the telephone with OR personnel to ensure supply issues are met.
- Critical problem solving and decision making is required including: prioritization of which instrument to process to meet surgical requirements; customer service complaints; dialoging with surgical staff regarding missing instruments; and determining that equipment is functional prior to preparing for sterilization.
- Assists with the orientation and training of new staff and students.
- Performs and records environmental safety monitoring activities.
- Performs in evaluation and trial of medical devices, equipment and supplies.
- Ensures that staff comply with fire, safety, storage areas, processing machines and equipment.
- Assists in creating and sustaining healthy work environments.
- Notifies the MDR Lead Hand or designate of any concerns which may affect the harmonious and efficient operation of the department or that may potentially put patients at risk.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completed Grade 12 education, Manitoba Standards required.
- Graduated from a recognized Sterile Supply Processing certificate program from an accredited academic institution or graduate of CSAO certificate course.
- Dependable work performance and good attendance record.

KNOWLEDGE REQUIRED:

- Must have a good knowledge of surgical instrumentation, consumable supplies and sterilization techniques.
- Must be versatile and rotate through and assist with all the assignments.

EXPERIENCE REQUIRED:

- Knowledge of cleaning products and their use including basic knowledge of WHMIS
- Knowledge of high-level disinfection of complex scopes

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Knowledge of surgical and medical terminology
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- May be physically able to perform all duties of the position (lifting, bending and twisting)
- Stands and walks intermittently during the day
- May be required to push carts throughout the facility
- Operates moderately complex equipment
- Subject to injury from sharp objects
- May be in frequent contact with water and strong cleaning and disinfecting solutions at which time personal protective clothing (PPE) such as impervious gown, gloves, goggles, mask and/or apron must be worn.
- Repetitive hand, arm and shoulder motions
- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary

- Will be required to travel to other regional facilities as the position duties may require
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SALARY SCALE:

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.