



POSITION DESCRIPTION

POSITION TITLE: Supervisor - Medical Device Reprocessing (MDR) **DEPARTMENT:** Acute Care

CLASSIFICATION: CSR Supervisor **APPROVED BY:** Regional Lead – Human Resources

UNION: CUPE Facility Support **DATE APPROVED:** November 20, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services – Acute Care

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Supervisor – Medical Device Reprocessing (MDR) is responsible for providing regional coordination for the medical device reprocessing area and related clinical settings. This individual assists with planning and supporting the region with quality reprocessing of reusable medical devices in collaboration with the Director, Health Services – Acute Care. The incumbent provides program direction in Medical Device Reprocessing to meet the Canadian Standards Association (CSA), Infection Prevention and Control Standards, and accredited Canadian standards, integration of quality improvement, risk management, patient safety, and education.

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:

- Applies evidence-based standards and best practices including health care research in the policies, guidelines and protocols to ensure standards are met for medical device reprocessing.
- In collaboration with the Director, Health Services – Acute Care, develops, revises and monitors the clinical policies, guidelines and protocols related to Medical Device Reprocessing.
- Develops an education and roll out plan in collaboration with Staff Development Program for the Medical Device Reprocessing sites to operationalize new or revised policies, guidelines and protocols.

- Participates in the Quality Improvement, Patient Safety and Risk Management activities as it pertains to Medical Device Reprocessing.
- Works collaboratively with Infection Control Practitioners in Southern Health-Santé Sud to ensure safe Medical Device Reprocessing practices.
- Participates in special projects as it relates to the Medical Device Reprocessing program.
- Provides a monthly report of activities to the Director, Health Services - Acute Care.
- Participates in the budget planning process as part of the Regional Acute Care team.

Communication

- Communicates, cooperates and consults appropriately with the Director, Health Services - Acute Care.
- Demonstrates effective communication skills with colleagues and public.
- Communicates effectively with others both individually and as a group, verbally and in writing as appropriate to promote efficient functioning and a positive work environment.
- Conducts regular MDRD program team meetings through conference call, and twice annually in person.
- Facilitates effective and efficient multidisciplinary communication.
- Liaises with other disciplines and committees.
- Maintains and fosters confidentiality in all matters pertaining to the region.

Leadership

- Carries out professional activities in a self-directed responsible manner, which reflects legal, ethical and practice standards.
- Collaborates with all disciplines to facilitate an efficient, effective reprocessing in the Medical Device Reprocessing department.
- Participates in the Provincial Medical Device Reprocessing Committee and other health care programs/sites, partner agencies, to keep abreast of practice issues and changes in the delivery of care.
- Facilitates an environment which fosters change that is in keeping with the Regional Board Ends/Core Values, philosophy and strategic plans.
- Facilitates a positive work environment through valuing and operationalizing an empowered model of professional practice in Infection Control and Medical Device Reprocessing standards and practices.
- Acts as a resource to staff in Medical Device Reprocessing decision-making utilizing the decision making process, professional conceptual frameworks and appropriate resources.
- Facilitates professional growth and ensures that educational opportunities are provided for the staff in collaboration with the Staff Development Program.
- Coaches, advises and supports staff in achievement of identified professional goals and objectives.
- Facilitates educational support and orientation of Medical Device Reprocessing departments within Southern Health Santé Sud as required.
- Collaborates with Staff Development, Infection Prevention & Control programs to ensure education of Medical Device Reprocessing practice changes are incorporated throughout the respective sites in the region.
- Demonstrates creativity, adaptability and critical thinking skills in order to influence and sustain change and a positive work environment.

- Participates in the selection and evaluation of Medical Device Reprocessing production and surgical equipment, instruments and supplies.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).

Quality Improvement

- Articulates and operationalizes the philosophy, concepts and processes of quality improvement consistent with that of the region.
- In collaboration with others, identifies the need for the revision of policies, procedures and guidelines within the Medical Device Reprocessing Program through the Regional Surgery Team process.
- In collaboration with the Director, Health Services - Acute Care, participates in occurrences and risk management situations, and implements appropriate follow up.
- Creates and implements audits related to the areas of responsibility and shares results with Medical Device Reprocessing and Regional Surgery Program Team, Directors and Regional stakeholders.

Professional Responsibility and Accountability

- Responsible and accountable for professional practice and conduct.
- Maintains certification at the CSA level related to area of specialization.

Indicators

- Identifies and responds to professional practice issues that interfere with the ability to practice according to standards and code of ethics and which could have an injurious effect on the client or others.
- Takes personal responsibility for professional conduct and fitness to practice.
- Promotes a practice environment that supports professional responsibility, accountability, and development.
- 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. Identified essential functions and basic duties.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- CSA (Canadian Standards Association) Certification required.
- Endoscopy reprocessing trainer education required.
- Successful completion of a recognized accredited Medical Device Sterile Supply Reprocessing Program.

KNOWLEDGE REQUIRED:

- Comprehensive knowledge of theory, practice and research in relation to MDR and Infection Control practices.
- Knowledge and proficiency in the use of Microsoft Office applications.

EXPERIENCE REQUIRED:

- Minimum ten (10) years' MDR experience with demonstrated competency in Medical Device Reprocessing within Acute Care.
- Minimum five (5) years' experience within the past seven (7) years demonstrated in supervision, education and or leadership skills.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated effective leadership skills.
 - Demonstrated ability to problem-solve in complex situations and effectively manage rapidly changing situations.
 - Demonstrated effective collaboration, negotiation, and conflict resolution skills.
 - Demonstrated approachable and welcoming demeanor.
 - Demonstrated written and oral communication skills.
 - Demonstrated organizational, decision-making and problem solving skills.
 - Demonstrated ability to display independent judgment.
 - Demonstrated ability in program planning development and evaluation.
 - Demonstrated ability to prioritize in a changing environment.
 - Demonstrated sensitivity to the human and political dynamics of health care management
 - 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.
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WORK CONDITIONS:

- 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 Facility Support Collective Agreement Salary Scale.

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.