



POSITION DESCRIPTION

POSITION TITLE:	MEDICAL DEVICE REPROCESSING (MDR) LEAD HAND
DEPARTMENT:	ACUTE CARE, MEDICAL DEVICE REPROCESSING
CLASSIFICATION:	MDR LEAD HAND
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, MEDICAL DEVICE REPROCESSING (MDR)
POSITIONS SUPERVISED:	Not applicable

POSITION SUMMARY

The Medical Device Reprocessing (MDR) Lead Hand plays a key role in the daily operations of the Medical Device Reprocessing department for the Interlake-Eastern RHA, providing hands-on leadership and coordination to ensure efficient workflows and compliance with quality standards. This role bridges frontline staff and management, focusing on operational excellence and staff support.

The position of MDR Lead Hand functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Processes, maintains, and dispenses supplies and equipment required by departments for client care and treatment.
- Maintains an accurate record of the effectiveness of cleaning, disinfecting, and sterilizing processes.
- Maintains an accurate inventory of supplies and MDR equipment.
- Washes instruments, prepares trays for sterilization, and sterilizes equipment according to approved standards.
- Cleans and maintains flexible endoscopy equipment.
- Leads quality assurance initiatives, including audits, and compliance monitoring.
- Leads orientation, training, and continuing education initiatives for staff, including hand hygiene and PPE training.
- Participates in biennial/probationary Employee Performance Conversations.
- Leads and provides direct guidance to MDR staff.
- Ensures the timely processing of equipment and supplies necessary to support the operation of internal departments.
- Pursuant to the Health System Governance and Accountability Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

STANDARDS OF PERFORMANCE

- Ensures that all policies pertinent to Health Records are adhered to by those involved in MDR.
- All assigned duties and responsibilities are carried out in a skillful and organized manner with minimal supervision.
- Follows the current Canadian Standards of Practice for Effective Sterilization in Health Care Facilities when cleaning and sterilizing equipment.
- Efficiency, concern, and diligence are displayed in performance of duties.
- Ability to demonstrate judgement, courtesy and tact in dealing with vendors, physicians, and co-workers.
- Care and caution are demonstrated when working with equipment.
- Accuracy in receiving and recording information is displayed.
- A neat and orderly work environment is maintained.
- Effective communication skills and interpersonal relationships are demonstrated with all members of the care team.
- Confidentiality is maintained in all matters pertaining to IERHA, the clients and their families.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Grade 12 education.
- Valid Medical Device Reprocessing Technician Certificate from a recognized MDR program.
- Recertification must be current and valid.
- Recertification is required every five (5) years.

REQUIRED KNOWLEDGE:

- Complete knowledge of the required legal and quality documentation:
 - Complete and thorough understanding of aseptic technique
 - Various stages involved with processing medical devices
 - The functions of sterilizing equipment, washer/decontaminator, sterile drying cabinets, heat sealers, endoscope, and endoscope reprocessing

EXPERIENCE REQUIRED:

- Minimum of two (2) years' related experience in medical device reprocessing.
- Minimum of two (2) years' experience with reprocessing orthopedic devices such as joint replacement, braces or surgical tools specific to orthopedics is essential.
- Previous leadership or coordination experience an asset.

SKILLS/COMPETENCIES:

- Demonstrated leadership, organization, and problem-solving skills.
 - Effective verbal and written communication skills with staff, demonstrating judgment, courtesy, and tact.
 - Ability to work independently with minimal supervision, exercising initiative and sound independent judgment to prioritize tasks.
 - Proven ability to maintain positive relationships with staff and function effectively within regional and multidisciplinary healthcare teams.
 - Skilled in handling difficult and sensitive situations confidentially within policy guidelines.
 - Valid Manitoba driver's license.
 - Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.


- Provides a safe environment by ensuring adherences to Manitoba Association of Safety in Healthcare (MASH) Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: March 2025
Date

Revised: _____
Date

Approved by:  March 24 2025
Regional Manager/ Supervisor Date

Approved by: _____
Executive Lead/ CEO Date

Reviewed by:  March 24, 2025
Executive Lead, Human Resources Date

Position 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 position 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.