



POSITION DESCRIPTION

POSITION TITLE:	MDR COORDINATOR
DEPARTMENT:	ACUTE CARE, MEDICAL DEVICE REPROCESSING
CLASSIFICATION:	CSR COORDINATOR
UNION:	MGEU – FACILITY SUPPORT
STD GRP. #	2/3 A

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CLINICAL TEAM MANAGER, ACUTE CARE

POSITIONS SUPERVISED: MDR TECHNICIANS/ CSR AIDES

POSITION SUMMARY

The Medical Device Reprocessing (MDR) Coordinator acts as a regional liaison for the Medical Device Reprocessing areas of the Interlake – Eastern Regional Health Authority and assumes responsibility for program leadership. Primary responsibilities include adherence to standards, Quality Management, providing feedback on staff performance and supporting professional development, committee participation and communication, collaboration on the establishment and implementation of new initiatives. The position of MDR Coordinator functions in a manner consistent with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Process, maintain and dispense supplies and equipment required by departments for the care and treatment of clients.
- Maintain an accurate record of the effectiveness of the various processes of cleaning, disinfecting and sterilizing.

- Conducts audits of department and staff competency at regular intervals.
- Maintains MDR equipment in optimum working condition and utilize best known methods and technique for processing of material.
- 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.
- Completes requisitions for purchases in collaboration with the Care Team Manager.
- Participates in supply and equipment research in an effort to provide the most suitable products/ equipment for the team as required.
- Participates on Workplace Safety & Health Committee, Infection Control Committee and other committees as necessary.
- Meets and discusses with suppliers/ vendors new products, pricing, product issues etc. as required.
- Leads and provides supervision to MDR staff.
- Plans and organizes the day to day function of the department.
- Assures adherences of all standards, policies and procedures.
- Responsible for updating departmental manuals and all staff on relevant policies.
- Oversees and participates in the orientation, training and continuing education of all MDR staff which includes but is not limited to hand hygiene and the donning PPE yearly.
- Liaise with the OR leaders to facilitate that all requests are met in a timely manner and equipment issues addressed.
- Liaise with Infection Prevention & Control that all requests are met in a timely manner and equipment issues addressed.
- Responsible for the timely processing of equipment and supplies necessary to support the operation of internal departments.
- Allocates staff resources including: monitoring, scheduling and utilizing staff efficiently to ensure adequate shift coverage.
- Performs administrative responsibilities.
- Responsible for monitoring and educating staff at other hospitals, care homes, and clinics that are responsible for shipping equipment in need of sterilization.
- Pursuant to the Regional Health Authority 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:

- Valid Medical Device Reprocessing Technician Certificate from a recognized MDR program. Re-certification must be current and valid.
- Recertification is required every 5 years.

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Minimum of two years related experience.

SKILLS/COMPETENCIES:

- Demonstrated leadership abilities.
 - Demonstrated strong organization skills and abilities.
 - Critical problem solving and decision making is required.
 - Demonstrated ability to communicate effectively, both verbally and in writing with staff required
 - Demonstrated ability to work independently with minimal supervision. Must be able to exercise initiative and independent judgment in determining work priorities, etc.
 - Demonstrated ability to maintain positive working relationships with staff and to function effectively with a regional team of health care providers.
 - Ability to perform mental and physical aspects 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.
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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 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.

Created: _____
Date

Revised: _____
June 2019
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, 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.