



POSITION DESCRIPTION

POSITION TITLE:	MEDICAL DEVICE REPROCESSING TECHNICIAN
DEPARTMENT:	MEDICAL DEVICE REPROCESSING (MDR)
CLASSIFICATION:	CSR AIDE (CERT)
UNION:	MGEU – FACILITY SUPPORT
STD GRP.	2/3 C

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Medical Device Reprocessing Technician shall work under the general direction of the Clinical Team Manager or designate to effectively reprocess medical devices according to CSA Standards.

The position of Medical Device Reprocessing Technician 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:

- Reprocesses instruments in preparation for sterilization including: disassembling, washing, disinfecting, quality assurance checks such as functionality and cleanliness, and re-assembly of equipment.
- Re-assembles the surgical sets with the various instrumentation.
- Transports soiled instruments and equipment, while ensuring up to date infection control principles are followed.
- Maintains an awareness of the subtle complexities of the instruments from all of the specialties.
- Assembles items for packs and bundles according to established current standards.

- Understands concepts for wrapping surgical instruments in cloth and/or container systems.
- Releases sterilized loads for use based on Quality Assurance testing and process parameters.
- Uses correct sterile storage methods and concepts.
- Operates steam sterilizers with the proper knowledge and level of skill i.e. proper loading of supplies in machines, proper function of machine, prioritization of loads, preventative maintenance on machines, checking and signing results of vacuum test and the sterilizer printout after each load to ensure the attainment of the conditions for sterility before releasing load. Reports malfunctioning equipment, in a timely manner to corresponding Manager.
- Conducts biological testing of the sterilizers containing tests with bacterial spores, and monitoring subsequent growth in an incubator, in conjunction with the Manager.
- Processes solutions as per manufacturers' instruction and ensures that quality control measures are maintained at all times.
- Reads and interprets the slate in order to anticipate surgical requirements for surgical cases on current and future shifts.
- Utilizes a generated pick list to complete instrumentation and consumables required for case cart, where applicable.
- Maintains an understanding of the dynamics of sterilization and an ability to operate any sterilization system in use within the department including preparing the device for a particular sterilization technique, operating the sterilizer, and processing monitoring readings, error codes and quality assurance for load releases.
- Maintains an understanding of and adherence to Quality Assurance Policies and Procedures.
- Handles and transports sterile supplies.
- Applies inverting rotation and sterility maintenance principles.
- Interacts in person and/or on the telephone with operating room personnel to ensure supply issues are met.
- Sterilization management includes, but is not limited to;
 - 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
- Records and maintains statistical data required for reports.
- Receives and submits stock requests for MDR program.
- Checks instruments for suitability of use and sets non-functional instruments aside for repair.
- Maintains preventative maintenance of equipment and instruments as required.
- Performs daily housekeeping of workstations and carts in MDR department.
- Performs weekly sterilizer cleaning, monthly sterile shelf cleaning and biannual stores shelf cleaning.
- Complies with MDR Policies and Procedures.
- Complies with Record Maintenance Standards.
- Completes continuing competency review of procedures for steam sterilization and endoscope reprocessing annually.
- Participates on Workplace Safety and Health Committee, Infection Control Committee and other committees as required.
- Participates in the orientation and training of new MDR staff.

- Maintains the operations of the MDR department in the absence of the MDR Coordinator.
- Maintains MDR certification every five (5) years from a recognized program.
- 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.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII graduate required.
- Successful completion of a recognized Sterile Processing Technician Program required.
- Valid MDR certification from a recognized program.

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Two (2) years reprocessing experience preferred.

SKILLS/COMPETENCIES:

- 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.
 - Participation in on-call rotation required.
 - 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 the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- 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). Uses personal protective equipment as required.
- 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

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
February 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.