



POSITION DESCRIPTION

POSITION TITLE: MANAGER, MEDICAL DEVICE REPROCESSING (MDR)

DEPARTMENT: ACUTE CARE, MEDICAL DEVICE REPROCESSING

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR, HEALTH SERVICES - ACUTE CARE

POSITIONS SUPERVISED: MDR LEAD HAND/ MDR TECHNICIANS

POSITION SUMMARY

The Manager, Medical Device Reprocessing (MDR) plays a key role in the daily operations of the Medical Device Reprocessing department for the Interlake-Eastern RHA, and is responsible for overseeing and managing the operations of the MDR Department across multiple sites within the region. This role focuses on strategic planning, compliance with national standards, staff management, and quality assurance to ensure the effective delivery of medical device reprocessing services.

The position of Regional Manager, Medical Device Reprocessing (MDR) 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:

- Provides leadership and oversight for MDR operations across multiple sites within the region.
- Develops and implements regional strategies to optimize workflows and meet service demands.
- Coordinates with other healthcare departments to align services with surgical, endoscopy program needs, and off-site reprocessing within the region.
- Ensures adherence to Canadian Standards Association (CSA) standards, infection prevention protocols, and healthcare regulations.
- Addresses operational challenges and resolves issues to maintain seamless service delivery.
- Oversees recruitment, training, and professional development of MDR staff, including succession planning and retention strategies.
- Manages scheduling, workload distribution, and performance evaluations for team members.
- Develops and monitors the departmental budget, identifying opportunities for cost savings while maintaining quality.
- Oversees procurement, maintenance, and optimal use of MDR equipment.
- Participates in supply and equipment research to ensure the most suitable products for the team.
- Liaises with suppliers/vendors regarding new products, pricing, and equipment issues as required.
- Plans and organizes the day-to-day functions of the department, ensuring efficient operations and resource allocation.
- Ensures adherence to all standards, policies, and procedures, updating departmental manuals and informing staff of changes.
- Liaises with OR leaders and Infection Prevention & Control to address requests and equipment issues promptly.
- Participates in Workplace Safety & Health, Infection Control, and other relevant committees.
- Maintains accurate records of cleaning, disinfecting, and sterilizing processes and inventory of supplies and equipment.
- Ensures timely processing of equipment and supplies to support 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.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Recognized post-secondary degree in business administration, social sciences or health services or an equivalent combination of education and work experience.
- 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 five (5) years related experience in medical device reprocessing.
- Minimum of three (3) years in a leadership role with supervisory experience.
- Demonstrated experience in health services delivery preferred.

SKILLS/COMPETENCIES:

- Demonstrated leadership, organization, and problem-solving skills.
- Effective and strong verbal and written communication skills with staff, demonstrating judgment, courtesy, and tact.
- Strong interpersonal skills to build relationships and work with a diversity of internal and external stakeholders.
- Strong analytical and problem-solving skills with the ability to develop sound practical solutions, identify impact and ramifications of decisions.
- Strong organizational skills with the ability to manage priorities amongst competing demands.

- Ability to work in a fast-paced environment and to prioritize a large complex workload to meet deadlines.
 - 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.
-

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.

Created:	<u>February 2025</u>	
	Date	
Revised:	<u></u>	
	Date	
Approved by:	<u>Patrice Lee</u>	<u>Feb 6 2025</u>
	Regional Manager/ Supervisor	Date
Approved by:	<u>[Signature]</u>	<u>Feb 11, 2025</u>
	Executive Lead/ CEO	Date
Reviewed by:	<u>[Signature]</u>	<u>February 11, 2025</u>
	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.