



Job Description

IDENTIFICATION

| <i>Position Number</i> | <i>Position Title</i> | |
|------------------------------------|-----------------------------------------------|-----------------------------------------|
| U-01-15 | Medical Device Reprocessing Technician | |
| <i>Department</i> | <i>Position Reports To</i> | <i>Site</i> |
| Medical Device Reprocessing | Manager, Acute and Ambulatory Care | Hay River Regional Health Center |

PURPOSE OF THE POSITION

To identify, inspect and reprocess (decontaminate/sterilize) reusable medical and patient care equipment in accordance with recognized standards as well as the philosophy and objectives of the Hay River Health and Social Services Authority (HRHSSA) to ensure that medical professionals have equipment necessary to diagnose, treat and manage disease in a condition that ensures efficient use and patient safety.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The unit provides services to all in-patient units, the Operating Room, the Medical Clinic, Diagnostic units, Rehab services and offsite clinics including Public Health and Home Care. As well, the unit distributes a wide variety of instruments and supplies to various users.

The Reprocessing Technician uses a variety of Sophisticated decontamination/sterilization equipment and manual techniques to ensure that equipment used for medical purposes is cleaned and sterilized, is 100% safe for patient use and in complete and effective working order.

The incumbent will work weekdays during which they are working alone and unsupervised. This person may be called into work after hours to process or reprocess surgical instruments on an emergency basis.

Improper sterile technique or handling could result in increased postoperative infections in surgical patients or the spread of infections to other patient or staff and increased cost for replacing instrument and equipment.

RESPONSIBILITIES

1. Decontaminates patient care equipment, instrumentation and complex endoscopy equipment in accordance with established procedures, CSA standards and manufacturer's instructions.

- Receives and sorts equipment for reprocessing-most often, multiple instruments sets received together so equipment must be sorted and kept together in recognizable sets.
- Prioritize work load- with ever increasing demands on instrumentation from various departments and limited number of instrument sets, the Preprocessing Tech must always be aware of available equipment and the demands.
- Decontaminate equipment using appropriate measures including manual techniques or complex equipment and select appropriate cleaning agents for the equipment being cleaned.
- Ensure that the work area is clean and organized- there is a large volume of instruments, bins, carts, etc. In a limited space and much contaminated materials-coordination of activities is important as movement of materials in carts, cart washers, sinks, machine washers must occur in a fast and efficient manner with minimum cross-contamination.

2. Assemble and inspect surgical instrumentation sets

- Recognize and sort cleaned instruments into complex, individual instrument sets: numerous individual items must be recognized.
- Inspect individual items for cleanliness and proper functioning-ensure that moving parts fit and move smoothly, joints are not loose and that cutting edges are sharp; check that insulated sheaths are intact and not chipped and that electrical contacts are intact.
- Select appropriate wrapping materials and prepare individual items and sets for sterilization.

3. Sterilize and document instrumentation, medical equipment and complex endoscopy equipment.

- Operate various types of sterilization equipment: as well, inspect and monitor the equipment for effective operation while practicing safe handling techniques.
- Verify load configurations to ensure bundles/items are positioned properly within the machines to optimize exposure to sterilizing process; ensure proper handling techniques to maintain the integrity of sterilized items and bundles.
- Properly label and document individual items and bundles for tracking purposes.

- Inspect sterilized items to ensure that they are not compromised in the sterilization process (wet spots, loose wraps etc.).

4. Practice quality control and assurance measures

- Strictly maintain clean and dirty areas to avoid contamination.
- Perform regular sterility assurance using biological indicators and chemical process indicators - this includes setting up these controls, interpreting the data, monitoring accuracy and proper documentation.
- Monitor and document workload statistics on log sheets.
- Know and activate recall procedures as required; along with this function the incumbent must monitor and record the contents of every sterilization load that is processed for tracking purposes.
- Participate in infection control committee.

5. Store and distribute materials; maintain clean work areas

- Store and rotate all supplies using accepted stock rotation methods.
- Monitor and stock supplies as required; be aware of utilization patterns.
- Ensure that clean and sterile supplies are maintained in proper order using accepted environmental and storage standards.
- Fill supply orders for all departments on a timely basis.
- Clean and/or disinfect work areas as required.
- Perform other related duties within the Medical Device Reprocessing area when requested by supervisor.
- Fill supply orders and deliver to all departments in a timely manner.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.

- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of sterile processing techniques and decontamination
- Understanding of infection control and the rapid evolvement of infectious agents such as MRSA and VRE
- Understanding of medical terminology and recognition of numerous different types of medical/surgical instruments
- Understanding that failure of adequate reprocessing could result in adverse patient outcomes including death
- An ability to safely and effectively operate complex equipment such as mechanical washers, pasteurizers, ultrasonic machines, automated endoscope re-processors and various types of sterilization machines
- Must have good organizational and prioritizing skills in order to work in a stressful, demanding, fast-paced environment
- Ability to operate desktop computers for data entry, research and e-mail purposes
- The incumbent must be able to communicate effectively, including being able to influence and provide information to both medical and non-medical individuals

Typically, the above qualifications would be attained by:

This level of knowledge is typically acquired through the successful completion of a recognized Central Services Technical Program.

One year's experience in a Reprocessing Unit is required.

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

The incumbent is exposed to long periods of standing, bending, lifting, and reaching. 7 to 7 1/2 hours per day is spent carrying out physically demanding activities such as pushing heavy carts and lifting instrument trays and supplies weighing up to 30 pounds or bending over tables of

wrapped bundles or instrument assembly counters. Physical activities are repetitive and continuous throughout the day with minimal relief.

Environmental Conditions

The Reprocessing Technician is continuously exposed (4-7 hours/day) to infectious agents as a result of exposure to biological samples, human waste and sharps disposal.

There is continuous risk of injury or ill health from exposure to toxic/corrosive agents and cleaning solutions used in the performance of duties.

Extreme care must be taken in the handling of large, hot pieces of equipment.

The incumbent is exposed on an on-going basis to unpleasant odors from body wastes and chemical reagents, which can lead to headaches and/or nausea.

Many tasks, especially in the decontamination area, are performed while wearing hot and uncomfortable personal protective equipment. Within the work area there is a significant amount of "white noise" resulting from a large number of fans and loud equipment, which may cause headaches and distraction.

Sensory Demands

The incumbent will experience continuous periods of intense visual concentration in-order to check the cleanliness and proper functioning of complex and delicate instruments. Extreme caution must be demonstrated at all times while moving and carrying heavy or delicate materials around in a very congested work area. Care must be taken at all times in the handling of potentially infectious or toxic materials. Assembling and manipulating fine instruments requires a high degree of manual dexterity and concentration:

Mental Demands

Within the Reprocessing Unit there is pressure to thoroughly decontaminate and sterilize equipment within a limited amount of time. This is hampered by: numbers and complexity of instrumentation, and in many cases, fewer instruments than necessary to meet the need. Time pressures must be balanced against the requirement for thorough cleaning, sorting and assembling of complex instrument sets. This is done in an environment where there are frequent interruptions and increasing mental and physical fatigue.

CERTIFICATION

Position Number:

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position@.

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