IDENTIFICATION

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<th>Department</th>
<th>Position Title</th>
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<tr>
<td>Northwest Territories Health and Social Services Authority</td>
<td>Supervisor, Medical Device Reprocessing (MDR)</td>
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<th>Position Number</th>
<th>Community</th>
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<td>17-5958</td>
<td>Yellowknife</td>
<td>Facility Services/Stanton</td>
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PURPOSE OF THE POSITION

The Supervisor, Medical Device Reprocessing, will manage, monitor, assess and improve the levels of efficient, effective daily function of the Medical Device Reprocessing unit in accordance with established standards of infection control to ensure the safety of patients and staff. The Supervisor acts as a resource for the decontamination and sterilization of instruments and supplies.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories, with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government’s transformation strategy.
Stanton is an accredited facility, located in Yellowknife, Northwest Territories (NWT). Stanton is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity.

Located within Stanton and reporting directly to the Manager, Facility Services, the Supervisor, Medical Device Reprocessing (Supervisor) is responsible for the daily supervision of a 12+ member Medical Device Reprocessing unit, consisting of Reprocessing Technicians, Relief Reprocessing Technicians and a Medical Device Reprocessing Porter, who are responsible for the cleaning and sterilization of equipment and supplies for all areas of the hospital.

In addition to supervisory duties, the incumbent assists the staff with the day to day / operational activities and works from 7:30 to 15:30, Monday to Friday. The incumbent administers signing authority of up to $5,000 per transaction for supply expenses.

Responsible for monitoring the quality of reprocessing services within the unit, the Supervisor develops and delivers appropriate training to staff, revises policies and procedures to meet current standards of practice and ensures that the staffing levels meet requirements.

The incumbent’s role, as well as the performance of the Medical Device Reprocessing (MDR) team, is absolutely critical to safe patient care, and the successful performance and even viability of several other patient care units within the hospital. For example, if MDR processes are unsatisfactory, the work of the OR team, Endoscopy team, and/or any other specialist nursing team conducting procedures is seriously compromised.

The incumbent works closely with the Operating Room (OR) employees as a resource person for educational information regarding new products, equipment and technologies, and for providing training to Registered Nurses (RNs) in the care of instruments, equipment, aseptic techniques and infection control standards and provides technical support for Locum Surgeons.

The incumbent will actively support and implement reprocessing activities in the unit as required.

**RESPONSIBILITIES**

1. **Coordinates, supervises and controls the daily activities of the Medical Device Reprocessing unit, ensuring safe patient care.**
   - Reviews the daily workloads and develops schedules to ensure work is completed in a timely and effective manner.
   - Develops and monitors divisional goals and objectives to ensure their consistency with the goals of the hospital.
   - Contributes to the Manager, Facility Service’s operation and long term budget planning and budgets, variance reporting by producing operating and capital budget proposals, and variance reports for the MDR operations.
• Develops and implements unit specific quality management programs and standards in coordination with the hospital Quality and Risk Management Program.
• Ensures that standards of the unit meet CSA (Canadian Standards Association) and Accreditation Canada requirements.
• Ensures that unit supplies are adequate and ordered as required.
• Ensures that manuals and reference materials are available and current.
• Represents the unit on the Infection Control Committee.
• Collects unit workload statistics.
• Assists staff with the day to day activities.
• Maintains appropriate documentation of MDR activities to appropriately track the processes of the unit.
• Provides input to territorial standards development for MDR.
• Assists and collaborates with other NTHSSA regions/Health and Social Services Authorities in MDR processes as required.
• Meets with Manager, Facility Services regularly and COO when required to report on the activities and status of the unit.

2. **Coordinates, and supervises the human resources of the unit to ensure effective staffing and staff development.**
   • Assists the Manager, Facility Services in the planning of the human resource needs of the unit including the recruitment and hiring of new staff.
   • Schedules staff to ensure effective and timely medical device reprocessing.
   • Provides orientation to new staff including the teaching of aseptic theory, infection control and universal precautions.
   • Assists with the review of job descriptions.
   • Conducts staff performance appraisals in accordance with hospital policies.
   • Initiates corrective and/or disciplinary actions as appropriate.
   • Evaluates, recommends and facilitates the educational needs of the Reprocessing staff.
   • Holds regular staff meetings to review procedures, share information and deal with issues.
   • Reviews and approves bi-weekly time entries.
   • Approve leave requests in accordance with the collective agreement.
   • Monitors attendance.

3. **Ensures the supply of instruments and surgical equipment is safe and appropriate for the patient care and non-patient care units in the hospital.**
   • Updates surgeon preference cards as needed.
   • Maintains adequate levels of inventory and ward instruments.
   • Ensures that all unit and hospital procedures are followed in regard to cleaning, wrapping, sterilization, storage, and transporting of instruments, surgical equipment and linen supplies.
   • Follows and implements all CSA procedures including but not limited to the following:
     o 2314.8.14 - Decontamination of Reusable Medical Devices;
     o 2314.3.14 - Effective Sterilization in Health Care Facilities by the Steam Process;
     o 2314.23.16 - Chemical sterilization of reusable medical devices in health care settings;
2314.0.13 - Medical device reprocessing – General requirements;
2314.15.15 - Storage, transportation, and distribution of single use and reusable medical devices;

• Responds to sterilization deficits and problems.
• Maintains sterilization equipment according to approved procedures and manufactures recommendations to ensure equipment is in safe, effective working condition.
• Ensures instruments are functioning at their optimal level and recommend repairs or replacement.
• Assists the Operating Room (OR) staff/surgeons with the selection of new instrumentation.

4. Plans, develops, coordinates and presents relevant educational program for the unit staff and OR staff as required.
   • Provides training and guidance on the cleaning and handling of new and existing equipment.
   • Assist the Clinical Coordinator, OR with teaching and the review of aseptic theory of aseptic practices.
   • Assists with reviews and updates unit policies and procedures in accordance with NTHSSA standards and requirements.
   • Provides individual teaching to staff as required.

WORKING CONDITIONS

Physical Demands
In the performance of reprocessing duties, the position will involve moving heavy carts, carrying and lifting heavy instruments and instruments trays and constant bending, reaching, and stretching at a minimum 50% of the work day.

Environmental Conditions
The incumbent will be exposed to communicable diseases, blood and body fluids, hazardous materials (including, but not limited to sharps, toxic cleaning and sterilization solutions in the hospital environment.

The incumbent is also exposed to elevated levels of heat, high exposure to noise, lack of exposure to natural light and a small work area.

Sensory Demands
The incumbent will use the combined senses of touch, sight, smell and hearing during ongoing assessment, continuous observation of equipment, linen bundles and instrumentation.
Mental Demands
Although a daily operating room slate is provided, changes are frequently made due to emergencies that require changing of priorities with little or no advance notice. The incumbent is responsible for making sure changes are made to ensure client needs are met.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of infection control and sterilization technology.
- Knowledge of sterilization standards.
- Knowledge of surgical and medical terminology.
- Knowledge of CSA and Accreditation standards.
- Mathematical aptitude.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment associated with Medical Device reprocessing.
- Basic troubleshooting skills of Medical Device reprocessing equipment.
- Physical ability to carry out the duties of the position.
- Ability to operate desktop computers in order to produce written documents (word processing), to develop complex spreadsheets, to send and receive electronic mail and conduct research over the internet.

Typically, the above qualifications would be attained by:

- Minimum CSA Certified Medical Device Reprocessing Technician Certificate.
- Successful completion of a recognized Medical Device Reprocessing Sterilization Supply Processing course;
- Grade 12 Diploma;
- One year experience at a Supervisor level including 3 years of recent, related experience or an equivalent combination of education, training, and experience.

ADDITIONAL REQUIREMENTS

Stanton Regional Requirements
Within the NTHSSA -Stanton Territorial Hospital must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Occupational Health and Safety - Supervisor Course
- Non-Violent Crisis Intervention
- Workplace Hazardous Materials Information System (WHMIS)
- Fire Training
- FIT Testing
- Infection Control
- Workplace Bullying/Respectful Workplace
Position Security

☐ No criminal records check required
☐ Position of Trust – criminal records check required
☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION
  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☒

READING COMPREHENSION:
  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☒

WRITING SKILLS:
  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☒

☐ French preferred

Indigenous language: To choose a language, click here.

☐ Required
☐ Preferred