

## **Medical Device Reprocessing Supervisor Full Time**

### **Job Description:**

Under the direction of the Manager, the **Medical Device Reprocessing Supervisor** will assist in the organization of the department. Duties will include:

- Leading and providing supervision to MDRD staff
- Plan and organize the day to day function of the department
- Assures the adherence of all standards and policies as set forth by Royal Victoria Regional Health Centre and the accrediting bodies for the purpose of licensure, regulation and accreditation.
- Responsible for updating departmental manuals, assisting with CQI processes and departmental audits
- Oversees and participates in the orientation, training and continuing education of **Medical Device Reprocessing Department (MDRD)** staff
- Adhere to Occupational Health & Safety responsibilities under Section 28 of the OHSA and function within the Health and Safety guidelines providing safe and supportive environment for all patients, staff, physicians and volunteers
- Must be able to perform all essential duties of position description, which may include the ability to lift and move patients, pushing, pulling, bending and stooping
- Proven demonstration of workplace excellence shown by commitment to strong job performance and attendance
- Liaise with the OR leaders to facilitate that all requests are met in a timely manner and equipment issues are addressed
- Liaise with IPAC to assure quality standards are met
- Liaise with other departments of the organization in a respectful, collaborative manner to meet operational needs related to MDRD

### **Qualifications:**

- Minimum one (1) year experience as a Supervisor
- Minimum three (3) years' experience as a Sterile Processing Department (MDRD) Technician
- Hospital experience a must
- Team oriented leader
- Familiar with CSAO guidelines, WHMIS, Employee and Patient Safety, IPAC, Emergency Codes, Quality Programs, Risk Management, Chemical and Dilution Rates, Product Research and Evaluation
- Proficient in Microsoft Word, Outlook, and Excel
- Familiar with payroll systems and staff scheduling
- Knowledge of labour relations
- Ability to develop policies and procedures
- Knowledge of all aspects of the sterile processing of instruments

### **Education:**

- CSAO certification essential
- Certificate in Sterile Processing Techniques preferred
- Leadership / Management Courses an preferred
- Diploma in Health Care Management preferred
- Member of CSAO (Central Service Association of Ontario)
- Member of the CSGNA (Gastroenterology Nursing)

**Deadline to apply April 4th, 2012**

Please apply online at <https://rvh.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=1721>