



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Medical Device Reprocessing Porter	
Position Number	Community	Division/Region
17-15374	Yellowknife	Facility Services/Stanton

PURPOSE OF THE POSITION

The Medical Device Reprocessing Porter contributes to the Medical Device Reprocessing unit by transporting scopes between the unit and procedure rooms before and after procedures, and by restocking various carts and supply storage with consumables and to other various areas as needed throughout the day.

SCOPE

Stanton is an accredited facility in Yellowknife, and is a 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 Supervisor, Medical Device Reprocessing, the incumbent works in a team of Reprocessing Technicians, including Relief Reprocessing Technicians, who deliver this service.

In addition to reprocessing equipment for the Operating Room, the unit provides services to all in-patient units, the Medical Centre, Medical Clinic, Diagnostic units, Respiratory unit, Rehab services and offsite Medical clinics from NTHSSA. Occasionally, consulting support is provided to other Health Authorities within the NWT. As well, the unit distributes a wide variety of instruments and supplies to various users.

The incumbent will be expected to multi task in a fast-paced environment staying focused and organized while ensuring compliance with Canadian Standards Association (CSA) standards and hospital policies. Care must be taken at all times in the handling of potentially infectious or toxic materials; the incumbent must ensure their understanding that failure of proper equipment handling could result in adverse patient outcomes including death.

The incumbent may be asked to work weekends on a rotational basis during which they are working alone and unsupervised. This person may be required to work overtime and may be called in to work after hours.

RESPONSIBILITIES

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

- Prioritize work load - with ever increasing demands on instrumentation from surgical daycare and limited number of procedural medical scope sets, the Medical Device Reprocessing Porter must always be aware of available equipment and procedural demands as set out in the daily schedules which rapidly change on a regular basis.
- Safely collect contaminated instruments from various locations throughout the hospital and deliver them to the reprocessing area to be cleaned.
- Safely deliver cleaned instruments to various wards throughout the hospital, as and when required.
- Decontaminate transport 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 and out of dumbwaiters, cart washers, sinks, machine washers must occur in a fast and efficient manner with minimum cross-contamination.

2. Store and distribute materials; maintain clean work areas.

- Handle and store sterile medical supplies in a manner that protects the integrity of the sterility of the supplies.
- Store and rotate all supplies using accepted stock rotation methods.
- Monitor and stock supplies as required; be aware of utilization patterns.
- Assist the Operating Room (OR) Supply Coordinator with re-stocking and transporting of consumables and other supplies.
- Pick, assemble and distribute case carts as required for the Operating Room.
- Ensure that clean and sterile supplies are maintained in proper order using accepted environmental and storage standards.
- Fill supply orders for other units on a timely basis.
- Clean and/or disinfect work areas as required.
- Perform other related duties within the Medical Device Reprocessing unit and other areas when requested.

WORKING CONDITIONS

Physical Demands

The incumbent is exposed to long periods of walking, standing, bending, lifting, and reaching. 7 to 7 ½ hours per day is spent carrying out physically demanding activities such as pushing heavy carts and lifting instrument trays and supplies weighing up to 25 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 Medical Device Reprocessing Porter will be exposed (4 - 7 hours/day) to infectious agents as a result of exposure to biological samples, human waste and sharps disposal.

The incumbent is exposed, on an on-going basis, to unpleasant odors from body wastes, and chemical reagents, and there is continuous exposure to toxic/corrosive agents and cleaning solutions used in the performance of duties.

Sensory Demands

The incumbent will provide attention to detail through intense visual concentration in order to check the cleanliness of work area, transport equipment and instruments.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of sterile processing techniques and decontamination.
- Knowledge of infection control and the rapid evolvement of infectious agents such as MRSA (Methicillin-Resistant Staphylococcus Aureus) and VRE (vancomycin-resistant enterococci).
- Knowledge of, and the ability to properly use, PPE (Personal Protective Equipment) for infection control.
- Organizational and prioritizing skills in order to manage a demanding, fast-paced environment.
- Ability to operate desktop computers for data entry, research and e-mail purposes.
- 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:

Secondary School diploma and 1 (one) year of directly related experience working in a warehouse/logistics/distribution environment dealing with inventories, or in a hospital setting with experience in the handling/distribution of medical supplies.

ADDITIONAL REQUIREMENTS

Stanton Regional Requirements

- Fire Training
- WHMIS Training
- Safety mask fit-testing
- Internet and E-mail application

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: Select language

- ☐ Required
- ☐ Preferred