



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Reprocessing Technician	
Position Number	Community	Division/Region
17-6397	Yellowknife	Facility Services/Stanton

## PURPOSE OF THE POSITION

The Reprocessing Technician will 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 Northwest Territories Health and Social Services Authority, 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

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 12+ member Medical Device Reprocessing (MDR) unit consisting of Reprocessing Technicians, Relief Reprocessing Technicians and a Medical Device Reprocessing Porter.

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 Northwest Territories Health and Social Services Authority (NTHSSA). Occasionally, consulting support is provided to other Health Authorities within the Northwest Territories (NWT). 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 Reprocessing Technician will 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 into work after hours to process an endoscope or reprocess other surgical instrumentation on an emergency basis.

## **RESPONSIBILITIES**

- 1. Decontaminates patient care equipment, surgical instrumentation and complex endoscopy equipment in accordance with established procedures, (Canadian Standards Association (CSA) standards, and manufacturer's instructions.**
  - Receives and sorts equipment for reprocessing - most often, multiple instrument sets are received together so equipment must be sorted and kept together in recognizable surgical sets.
  - Prioritize work load - with ever increasing demands on instrumentation from the OR and limited number of instrument sets, the Reprocessing Tech must always be aware of available equipment and the OR demands as set out in the daily OR schedules which rapidly change on a regular basis.
  - 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 and out of dumbwaiters, cart washers, sinks, machine washers must occur in a fast and efficient manner with minimum cross-contamination.
- 2. Assembles and inspects surgical instrumentation sets.**
  - Recognize and sort cleaned instruments into complex, individual instrument sets; hundreds of 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 surgical 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 processes; 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.**

- 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.
- Interpret, monitor and document internal electronic data from machine printer tapes.
- 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.

**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.
- 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 MDR unit, when requested.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is exposed to long periods of standing, bending, lifting, and reaching. 90% of the 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 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.

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

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

### **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 surgical 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: increasing numbers and complexity of surgical instrumentation, and in many cases, fewer instrument sets than the number of surgical cases performed in one day. Time pressures must be balanced against the requirement for thorough cleaning, sorting and assembling of complex instrument sets. This is done in an environment with frequent interruptions.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of sterile processing techniques and decontamination.
- Knowledge of infection control and the rapid evolution of infectious agents such as MRSA and VRE.
- Knowledge of medical terminology and recognition of hundreds of different types of medical/surgical instruments.
- Understanding that failure of adequate reprocessing could result in adverse patient outcomes including death.
- Ability to safely and effectively operate complex equipment such as mechanical washers, pasteurizers, ultrasonic machines, automated endoscope reprocessors and various types of sterilization machines.
- Organizational and prioritizing skills in order to work in a demanding, fast-paced environment.
- Ability to operate desktop computers for data entry, research and e-mail purposes.
- Ability 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:**

Completion of a recognized Central Services Technical Program and one (1) year experience in a Reprocessing Unit.

Completion of a program in Medical Terminology is an asset.

## **ADDITIONAL REQUIREMENTS**

Within the Stanton Territorial Hospital all health care providers must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

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

## **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