



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Operating Room Supply Coordinator and Medical Device Reprocessing Technician	
Position Number	Community	Division/Region
48-3920	Yellowknife	Patient Care Services / Stanton Territorial Hospital

PURPOSE OF THE POSITION

The Operating Room Supply Coordinator and Medical Device Reprocessing Technician has been delegated the lead role in ensuring that all supplies and consumables for the 6 surgical specialties operating within Stanton Territorial Hospital are planned, sourced, procured, stocked, and distributed in a coordinated and highly reliable manner. This position is responsible for inventory control of a 5000 item virtual warehouse, and works in a collaborative relationship with the STH Materials Management service to ensure that all steps in the supply chain are coordinated and that essential products for life-saving or sustaining surgical services are available when needed. This position also provides medical device reprocessing duties, support, and quality control in the Operating Room as required.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services (HSS) in the Northwest Territories (NWT), with the exception of Hay River and Tłıchǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. HSS 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 HSS staff.

While the Tłıchǫ 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 NWT. 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.

Stanton Territorial Hospital is located in Yellowknife, and 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.

Stanton's Operating Room / Post-Anesthesia Recovery Room (OR/PARR) provides surgical services in Orthopedics, General Surgery, Gynecology, ENT, Ophthalmology, and minor Urology. The Operating Room performs approximately 2700 cases annually.

Located within the operating room and reporting directly to the Manager, Operating Room and Day Procedures (Manager), the Operating Room Supply Coordinator and Medical Device Reprocessing Technician (OR Supply Coordinator) works Monday to Friday and is vital to the safe and efficient running of the Operating Room and Post Anesthesia Recovery Room. Instruments and supplies need to be correctly ordered, available for use and properly stored to ensure the safe and efficient running of the Operating Room. The incumbent is responsible for maintaining the OR supply inventory of both stock and non-stock items, instrument inventory and ordering and processing of new equipment, sending equipment for repairs and obtaining loaner equipment, and checking loaner equipment upon receiving and return, as well as maintaining relationships with suppliers. The OR inventory is valued at over a million dollar budget. The incumbent will assist with various aspects of MDR processing, in the OR/PARR.

The OR Supply Coordinator is required to be focused and acutely aware of all the supply and instrument needs on the unit as they are the singular resource for this duty. Working in the OR/PARR environment, the incumbent may be exposed to emotionally upsetting experiences, and is expected to remain calm, controlled and professional in all situations and demonstrate compassionate care to the client, family and other members of the health care team

RESPONSIBILITIES

1. Maintains inventory of non-stock and stock supplies in the Operating Room.

- Collaborates with the OR Inventory Control Analyst to maintain an accurate OR inventory, and manages the requisitioning of non-stock and special order items.
- Works with the Operating Room teams and the OR Inventory Control Analyst to support the establishment and maintenance of min/max levels for stocked inventory to deliver safe care to Stanton patients.
- Prepares non-stock requisitions in the System for Accountability and Management (SAM) system for the manager's approval.
- Maintains re-usable OR instrument supplies which are reprocessed by Medical Device Reprocessing unit and orders replacements as needed.
- Monitors the receipt of supplies, verifying that the appropriate supplies have been received, and advising Materials Management of any receiving discrepancies.
- Works with Operating Room teams and the OR Inventory Control Analyst to determine the best method for storing and organizing equipment.
- Ensures that the OR equipment and supplies are stored in a safe, organized manner.

- Ensures that consignment items (i.e. orthopedic prosthesis) are accounted for and reordered as consumed.
- Researches and provides cost analysis of new equipment/instruments to maintain best practices in the Operating Room.
- Interfaces with product representatives.
- May be required to pick up instruments from suppliers and airport.
- Participates in the year-end inventory count.
- Responsible for over 5000 medical items, placing a minimum of 12 orders per day.
- Rotates inventory to ensure First In, First Out (FIFO) and therefore reduces waste in the healthcare system.
- Coordinates with Physicians and nurses to determine necessary medical/implants for individualized patient care needs, and coordinates with Materials Management staff to organize and procure items, often with a short turnaround time for critical items.
- Reviews receiving reports, and purchase orders and verifies that items have been delivered or received.
- Collects OR inventory, non-stock and special orders from Materials Management, verifies receiving, unpacks, and puts supplies away.
- Performs follow up with Materials Management regarding back orders, including identifying and researching substitution requirements for items as required.
- Facilitates the procurement/return of loaner equipment for special procedures; checking the equipment upon receiving and prepare it for return.
- Monitors that purchases comply with contracts, and that contracted delivery lead times are met, where issues and discrepancies are brought to the attention of Materials Management.
- Attends regular meetings regarding Operating Room and MDR, identifies issues, and takes immediate action to help resolve issues to improve the processes and workflow.
- Checks expiry dates on supplies, and advises the OR Inventory Control Analyst of required inventory adjustments.
- Spending authority of \$10,000.00/ requisition.

2. Provides Medical Device Reprocessing (MDR) technical support to OR as required.

- Maintains knowledge and skill level in MDR best practices, in accordance with CSA standards.
- Responsible for MDR processes in OR as required.
- Operates sterilization equipment in the OR as per standards and protocols including inspecting and monitoring sterilization equipment for effective operation while practicing safe handling procedures.
- Performs regular sterility assurance using biological indicators and chemical process indicators – this includes setting up these controls, interpreting the data, monitoring accuracy and proper documentation.
- Interprets, monitors and documents internal electronic data from machine printer tapes.
- Provides resource and support to OR and MDR in the development of joint procedures and processes.

- Performs follow-up on reprocessing issues, ensuring resolution according to CSA standards.
- Provides resource support to the Operating Room.

WORKING CONDITIONS

Physical Demands

The incumbent is required to bend, lift and stand throughout the day. Between 50% and 75% of the time will be spent in a standing position or walking position lifting boxes moving supplies and equipment weighing between 20-40 pounds.

Environmental Conditions

During their shift (100% of time) an incumbent will be exposed to communicable diseases, splashing blood, body fluids or other hazardous materials (sharps, bone cement, anesthetic gases, toxic cleaning and sterilizing solutions) during instrument and equipment clean-up. When dealing with unpacking supplies and boxes there is always a risk of falling objects and risk of cuts to the skin from box cutter, paper, and jagged edges of boxes.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be on call at times and may be required to pick up supplies from midnight flights. In an atmosphere of continuous change, the job holder must be prepared for anticipated and unanticipated aspects of that change.

In addition, there can be frequent interruptions, significant lack of control over the work pace, and unexpected situations and issues that require an immediate response and/or solution.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledgeable and able to apply medical device reprocessing procedures and techniques.
- Ability to operate and/or use standard medical device reprocessing and point of care cleaning equipment.
- Knowledge of the use of Microsoft Word, Microsoft Excel, Microsoft Outlook, Outlook Calendar, and other email applications.
- Ability to work independently/self-motivated.
- Ability to display self-control.
- Ability to analyze problems and sort in order of importance.
- Skilled in listening, understanding and responding.
- Ability to answer questions when asked. This includes telling people about current understanding of issues.
- Organizational skills.
- Inventory management and purchasing skills and abilities.

- Ability to use computer and inventory programs.
- Ability to work collaboratively with OR and MDR units to ensure the implementation of appropriate processes.
- Communication and interpersonal skills.
- Ability to acquire knowledge relating to privacy and confidentiality and the ability to maintain to confidentiality.

Typically, the above qualifications would be attained by:

Grade 12 (High School/ Secondary School Diploma) and a medical terminology course.

Previous experience with health based information systems such as, MediPatient, LIS, IEHR, Resident Search, and PeopleSoft would be an asset.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

Stanton Territorial Hospital has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Aboriginal Cultural Awareness, Biohazardous Waste, Biosafety & Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to the incumbent's scope of practice.

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