



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Supply Processing and Distribution Technician	
Position Number(s)	Community	Division/Region(s)
67-13500	Fort Smith	Operations /Fort Smith

PURPOSE OF THE POSITION

The Supply Processing and Distribution Technician is responsible to 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 (NTHSSA) 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

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ 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 Tłıchʔ Community Services Agency will operate under a separate board and Hay River Health and Social Services Agency 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.

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.

The NTHSSA – Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and surrounding area. The Regional Facilities include One Type C Health Facility and a 28-Bed Tong Term Care Facility.

Located within the Fort Smith hospital and reporting directly to the Regional Manager, Operations, the Supply Processing and Distribution Technician provides services to the Acute Care/Emergency Unit, Outpatient Medical Clinic, Public Health Unit, Midwifery, Home Care, and Northern Lights Special Care Home.

The Supply Processing and Distribution Department uses a variety of sophisticated decontamination/sterilization equipment and manual techniques to ensure that equipment used for medical purpose is clean and sterilized, is 100% safe for patient use and in complete and effective working order

The incumbent will work weekdays during which they are working alone and unsupervised. This person may be called into work after hours to process or reprocess surgical instruments on an emergency basis.

RESPONSIBILITIES

- 1. Decontaminates patient care equipment, instrumentation and complex endoscopy equipment in accordance with established procedures, CSA standards and manufactures instructions.**

Main Activities:

- Receives and sorts equipment for reprocessing-most often, multiple instruments sets received together so equipment must be sorted and kept together in recognizable sets.
- Prioritizes work load- with ever increasing demands on instrumentation from various departments and limited number of instrument sets, the Preprocessing Tech must always be aware of available equipment and the demands
- Decontaminates equipment using appropriate measures including manual techniques or complex equipment and select appropriate cleaning agents for the equipment being cleaned
- Ensures that the work area is clean and organized- there is a large volume of instruments, bins, arts, etc. In a limited space and much contaminated materials- coordination of activities is important as movement of materials in carts, cart washers, sinks, machine washers must occur in a fast and efficient manner with minimum cross-contamination.

2. Assembles and inspects surgical instrumentation sets

Main Activities:

- Recognizes and sorts cleaned instruments into complex, individual instrument sets: numerous individual items must be recognized
- Inspects 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.
- Selects appropriate wrapping materials and prepare individual items and sets for sterilization

3. Sterilizes and documents instrumentation, medical equipment and complex endoscopy equipment.

Main Activities:

- Operates various types of sterilization equipment: as well, inspect and monitor the equipment for effective operation while practicing safe handling techniques
- Verifies load configurations to ensure bundles/Items are positioned properly within the machines to optimize exposure to sterilizing processed; ensure proper handling techniques to maintain the integrity of sterilized items and bundles
- Properly labels and documents individual items and bundles for tracking purposes
- Inspects sterilized items to ensure that they are not compromised in the sterilization process (wet spots, loose wraps etc.)

4. Practices quality control and assurance measures

Main Activities:

- Strictly maintains clean and dirty areas to avoid contamination
- 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
- Monitors and documents workload statistics on log sheets
- Knows and activates 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
- Participates in infection control committee

5. Stores and distributes materials; maintains clean work areas

Main Activities:

- Stores and rotates all supplies using accepted stock rotation methods
- Monitors and stocks supplies as required; be aware of utilization patterns
- Ensures that clean and sterile supplies are maintained in proper order using accepted environmental and storage standards

- Fills supply orders for all departments on a timely basis
- Cleans and/or disinfects work areas as required
- Performs other related duties within the Materials Management area when requested by Regional Manager, Operations

WORKING CONDITIONS

Physical Demands

The incumbent is exposed to long periods of standing, bending, lifting, and reaching. 5 to 7 hours per day is spent carrying out physically demanding activities such as pushing heavy carts and lifting instrument trays and supplies weighing up to 30 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.

There is continuous risk of injury or ill health from 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.

The incumbent is exposed on an on-going basis to unpleasant odours from body wastes and chemical reagents, which can lead to headaches and/or nausea.

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

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 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: numbers and complexity

of instrumentation, and in many cases, fewer instruments than necessary to meet the need. Time pressures must be balanced against the requirement for thorough cleaning, sorting and assembling of complex instrument sets. This is done in an environment where there are frequent interruptions and increasing mental and physical fatigue.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of sterile processing techniques and decontamination
- Understanding of infection control and the rapid evolvement of infectious agents such as MRSA and VRE
- Understanding of medical terminology and recognition of numerous different types of medical/surgical instruments
- Understanding that failure of adequate reprocessing could result in adverse patient outcomes including death
- An ability to safely and effectively operate complex equipment such as mechanical washers, pasteurizers, ultrasonic machines, automated endoscope re-processors and various types of sterilization machines
- Must have good organizational and prioritizing skills in order to work in a stressful, demanding, fast-paced environment
- Ability to operate desktop computers for data entry, research and e-mail purposes
- The incumbent must be 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:

This level of knowledge is typically acquired through the successful completion of a recognized Central Services Technical Program.

One year's experience in a Reprocessing Unit is required.

ADDITIONAL REQUIREMENTS

Fort Smith Regional Requirements

Within the Fort Smith Region, the Supply Processing and Distribution Technician must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- WHIMIS
- Infection Control Standards
- Safety Mask Fit Testing

Completion of a program in Medical Terminology is an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ 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

Aboriginal language: To choose a language, click [here](#).

- ☐ Required
- ☐ Preferred