
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Nursing Assistants

Grid: SD25

Class Title: Nursing Assistant IV (Sterile Supply)

I. Level Definition

Positions at this level spend the majority of time overseeing the Sterile Supply Service by supervising designated staff and performing related administrative duties.

II. Typical Duties

- (1) Monitors Sterile Supply service expenditures, makes recommendations regarding the budget for assigned area, and evaluates and selects equipment and supplies.
- (2) Oversees and updates standards and procedures; ensures safety practices and procedures are adhered to.
- (3) Supervises designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (4) Oversees and monitors an equipment quality control program within the Sterile Supply service.
- (5) Monitors and maintains inventory of equipment and supplies for Sterile Supply service and other areas by performing duties such as recommending stock levels and reorder points and making adjustments as necessary.
- (6) Performs sterile supply duties, as required, such as cleaning, decontaminating, assembling, wrapping, sterilizing and distributing simple and complex instruments, equipment and linen related to the Operating Room and other areas of the hospital and performing related clerical duties.
- (7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of Sterile Supply Processing program plus three years' recent related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Knowledge of surgical and medical terminology.
- (ii) Mathematical aptitude.
- (iii) Ability to communicate effectively both verbally and in writing.
- (iv) Ability to deal with others effectively.
- (v) Physical ability to carry out the duties of the position.
- (vi) Ability to supervise.
- (vii) Ability to organize work.
- (viii) Ability to operate related equipment.