



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> STERILE SERVICES SUPERVISOR	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> STERILE SERVICES UNIT
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Sterile Services Supervisor will report to the Clinical Services Coordinator.	<b>5. NATURE &amp; SCOPE</b> The Sterile Services Supervisor is responsible for the co-ordination and implementation of the Quality Management System and to ensure the effectiveness of the Sterile Services Unit. The Sterile Services Supervisor is also required to assist in the supervision of the Sterile Services Operator and the Sterile Services Attendant.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Sterile Services Supervisor:		
<ul style="list-style-type: none"> <li>□ Monitors and supervises all activities related to the sterilization process to ensure efficiency effectiveness in accordance to relevant standard operating procedures.</li> <li>□ Monitors, supervises and intervenes where necessary to ensure the effectiveness of the collection and delivery of instruments and consumables to the clients.</li> <li>□ Ensures that all processes are properly documented and utilized.</li> <li>□ Makes recommendations for the continuous quality improvement.</li> <li>□ Rectifies minor non – conformities.</li> <li>□ Performs routine product inspection and testing.</li> <li>□ Monitors and ensures that all safety procedures are being carried out.</li> <li>□ Interfaces with the clients and ensures that an efficient service is being provided.</li> <li>□ Performs routine raw material inventory and makes requisitions as required.</li> <li>□ Monitors and ensures Sterile Services Operators meet production quotas.</li> <li>□ Compiles all processing data for analysis.</li> <li>□ Monitors equipment performance and updates equipment files.</li> <li>□ Attends in-service programmes provided for the Unit and Hospital as it pertains to their area.</li> <li>□ Performs related work as required by the approved Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>□ Sound knowledge of sterilizing equipment and modern sterilizing techniques.</li> <li>□ Sound knowledge of modern sterilization and disinfecting techniques.</li> <li>□ Knowledge of risks associated with and the proper methods and procedures for handling, washing or otherwise decontaminating infectious items.</li> <li>□ Knowledge of handling sterilized items.</li> <li>□ Ability to operate modern sterilizing equipment.</li> <li>□ Ability to coach and mentor junior staff</li> <li>□ Ability to understand and carry out simple instructions.</li> </ul>		

- Ability to establish and maintain effective working relationships with patients, other employees and the public.

#### **8. MINIMUM TRAINING AND EXPERIENCE**

- Training as evidence by the possession of a certificate in Sterilization from a certified body.
- Training as evidence by the possession of five (5) CSEC/CXC O'Levels including Mathematics, English Language and a Science subject.
- A minimum of five (5) years' experience in the Sterile Services environment.
- Any equivalent combination of training and experience.

#### **9. SUPERVISORY RESPONSIBILITIES**

- Sterile Services Operator
- Sterile Services Attendant

#### **10. COMMUNICATION AND WORKING RELATIONSHIP**

##### ***Internal:***

- Clinical Services Coordinator
- Nursing Administrator II
- Manager-Hospital Administration
- Biomedical Department
- Manager-Para Clinical Services
- Medical and Nursing personnel
- Other Sterile Services personnel

##### ***External:***

- Repair Contractors