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Administration	Section E

Medical Device Reprocessing– Job Description

Purpose

City Centre Surgery is committed to ensure that all employees are appropriately trained and have the required education to fulfill the duties of their position. This policy defines the responsibilities and accountabilities of the Medical Device Reprocessing Technician.

Policy

Individuals who work in City Centre Surgery will meet the qualifications and standards to work in a private health care facility set by the College of Physicians and Surgeons

Scope

All Medical Device Reprocessing staff

Procedure

A. Qualifications:

- Reprocessing technicians who routinely perform medical device reprocessing activities shall, at a minimum, have successfully completed a recognized medical device reprocessing technician educational program.
 - Where attaining, the minimum educational requirement is not possible due to program availability, it is recommended that personnel who routinely perform medical device reprocessing activities successfully complete CSA's Certified Medical Device Reprocessing Technician's program or equivalent.
 - It is strongly recommended that re-certification be obtained every five years.
- Knowledge of City Centre Surgery's policies and procedures, and the functions of other departments within the facility.
- Knowledge of fire and safety regulations, electrical hazards, disaster plans and infection control policies.



B. Description:

- Applying the principles of basic microbiology and infection prevention & control to decrease risk to both patients and staff during routine reprocessing procedures:
- Use Personal Protective Equipment appropriately;
- Follow dress code/hand hygiene best practices;
- Maintain traffic control;
- Maintain one-way workflow;
- Follow written department policies and standard operating procedures;
- Reviews and updates policy and procedures regularly (every 2-3 years) to maintain up to date information and knowledge of any changes in practice, date of review and updates are documented;
- Handling and transporting contaminated medical devices;
- Decontaminating reusable medical devices;
- Preparing and packaging medical devices;
- Identifying common medical instruments and other medical devices by type and function;
- Use appropriate packaging material
- Inspecting instruments and devices for cleanliness, function and damage, removing any obsolete instruments;
- Selecting and safely using reprocessing products (e.g., detergents, low and high level disinfectants)
- Disinfecting medical devices: Chemical and Thermal
- Sterilizing medical devices via: Steam and Low temperature methods (gases and liquids)
- Recognizing non-compliant reprocessing outcomes
- Respond appropriately to non-compliant reprocessing events
- Storing and distributing medical devices
- Recognizing and responding to occupational health and safety hazards or events
- Troubleshooting common problems
- Using common reprocessing equipment (e.g., washer disinfectors, ultrasonic, pasteurizers, cart washers, steam sterilizers, low temperature sterilizers, automatic endoscopic re-processors)
- Disposes of linen and biohazard waste as required
- Identifies and reports damaged and malfunctioning equipment and supplies
- Monitors equipment operation and performs standard tests on effectiveness of sterilization process
- Follows established handling and quality assurance procedure, stores and rotates all sterilized items
- Provides instrument sets for surgical procedures
- Deals with instrument set requests from the OR staff
- Checks all OR instrumentation and supplies for availability for all booked surgery



- Is knowledgeable of appropriate substitutions
- Reports problems regarding availability of instruments and supplies to OR Nurse Coordinator or Nurse Manager
- Performs cleaning, monitoring, documents maintenance needs and prepares mechanical equipment for operation in assigned area
- Assists in orientating and training new staff
- Ensures the individual work area is kept to proper sanitation requirements
- Maintains product records as required at each work station
- Maintains adequate required supplies for assigned area (linen, forms, inventory)
- Performs other related duties while following department policies
- Performs competently in new situations.
- Maintains good rapport with fellow employees and Physicians
- Performs his or her duties in a professional and pleasant manner
- Excellent communication, decision making and problem solving skills
- Annual performance review maintained in individual employee files
- Annual Ministry of Health Audits completed, reviewed and kept on file

References:

NHMSFP – College of Physicians and Surgeons of British Columbia January 2016