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Administration	Section F

Medical Device Reprocessing Assistant and Housekeeping Technician — 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. To define the responsibilities and accountabilities of the technician responsible for the housekeeping in the surgical facility.

Policy

Individuals who work in City Centre Surgery will meet the qualifications and standards to work in a private healthcare facility.

Scope

Medical Device Reprocessing Assistant, Housekeeping Technician.

Procedure

A. Qualifications:

- Completion of grade 12
- CPR certification preferred
- Have related experience in a hospital setting in Housekeeping and Infection Control Processes.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work and work independently.
- Ability to operate related equipment.
- Annual performance reviews maintained in individual employee files.

B. Duties:

- Routine care and cleaning of the environmental surfaces, beds and associated equipment in the OR's, laundry room, and surgical supply rooms.
- Efficient turnovers between Surgical Procedures in the OR's including returning OR to patient Ready room.
- Laundering OR scrubs, linens, folding and putting away.
- Daily cleaning of OR's, laundry room, bathrooms, surgical supply rooms, PACU, admission rooms and front lobby.
- Complete daily, weekly and monthly cleaning schedules.
- Assist with picking equipment for next day's cases
- Unpack boxes of supplies
- Provide proper confine and contain procedures for removal of contaminated equipment, linens and garbage.
- Using biohazard precautions and personal protective equipment when managing contaminated equipment and body fluids.
- Assist with taking patients to their car as needed.
- Report to clinic manager and MDR lead