



Supervisor, Medical Device, Central Processing - 1 position	Posting #: 53814
Central Processing	Posting Date: September 11, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: September 17, 2024
Temporary Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$36.67 - \$43.13 /hour

Temporary position anticipated to extend until April 3, 2025, and is subject to the availability of work.

Reporting to the Manager, Central Processing the Supervisor operates in a supervisory capacity responsible for day to day service delivery, monitoring of staff and the hiring and identification of development opportunities. They will ensure the necessary training and orientation for staff is current and meets standards. This role is responsible:

- to provide expertise and support to the Central Processing Technicians across the corporation
- to manage the day to day activities/operations/quality within the central processing department
- to provide training, guidance and process improvement to the CP staff
- to manage new equipment set up, training and photographs
- to manage the reports and maximize the use of Censitrac for instrument management
- to act as a liaison with vendors on equipment/tray borrowing ensure policy and CSA standards are met
- to act as a liaison with the Infection Control Practitioner to ensure CSA/Accreditation and PIDAC standards corporately are followed
- to act as a primary point of contact/liasion with other internal departments to ensure scheduling matches workload (equipment) to maximize efficiency, in collaboration with the Manager

#### Essential Qualifications

- College Diploma in related field is required or demonstrated professional development in the area of business process improvement and/or leadership
- College Certificate in Sterile Processing
- Member of MDRAO (Medical Device Reprocessing Association of Ontario)
- A minimum of 5 years of experience working directly in the Sterile Processing field
- A minimum of 3 years of experience in a role with responsibility for day-to-day operations and assignment of work to staff
- A minimum of 3 years of experience in quality improvement and business process redevelopment
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability and commitment to act as a supervisor under OHSA
- Demonstrated skill in use of Microsoft Office Applications: Word (Advanced), Excel (Advanced)
- Demonstrated knowledge of relevant legislation: Employment Standards Act, Occupational Health and Safety Act (Bill 168), Ontario Human Rights Code
- Excellent interpersonal and communication skills and ability to motivate and guide individuals tactfully and respectfully
- Excellent organizational, information/data management skills
- Demonstrated judgment and decision-making skills
- Demonstrated skills that enable them to work independently and, in a group, or team environment/collaborative partnerships
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement and advancement of leadership skills
- Demonstrated ability to work under pressure in a fast-paced environment
- Customer focused, demonstrates an understanding of conflict resolution and able to offer and receive constructive

feedback

- Able to work all shifts

#### Preferred Qualifications

- Proficiency in French would be an asset
- Six Sigma Green Belt Certified

#### Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*