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## VACANCY POSTING

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<b>Vacancy:</b>	Medical Device Reprocessing Technician
<b>Description of Position:</b>	Regular Part time
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Medical Device Reprocessing Department
<b>Wage Grid:</b>	\$31.073 - \$31.922
<b>Employee Group:</b>	CUPE Service
<b>Shift Work:</b>	Yes
<b>Weekend Work:</b>	Yes

**Reference Number:** #25-130 RPT MDRD TECH

*Please note: This is for an existing vacancy*

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION:

Reporting to the Clinical Manager, the Medical Device Reprocessing Technician provides quality care and service to assist the health care consumer in achieving and maintaining optimum health. Although Medical Device Reprocessing Department (MDRD) Technicians do not deal directly with patients, they are essential members of the health care team. MDRD Technicians contribute and support patient care activities through the provision of clean and sterile items/supplies/equipment to patient care departments.

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## NATURE AND SCOPE OF WORK

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- Receive, sort, fold, and reorder of disposable barrier products
- Clean and disinfect patient care items, equipment and utensils used throughout the hospital:
  - Wash autoclaves and exchange cart daily
  - Clean endoscopes
  - Clean/wash of patient care items
  - Clean/wash O.R. instruments and accessories
  - Clean and "flash" autoclaving O.R. instruments as needed
- Perform the operation of washing, cleaning and sterilizing equipment within the department, including testing procedures and maintenance procedures as indicated:

- Clean autoclave drains weekly
- Monitor autoclave loads (temperature, time, pressure)
- Perform biological monitoring of autoclaves
- Load autoclaves for cycles
- Prepare all items to be sterilized (including packaging, dating, labelling and identification of autoclave load)
- Assemble, wrap, and autoclave instruments
- Perform the sterilization of products and instrumentation as dictated by MDRD standards and procedures, including the process of high-level disinfection
- Resupply and restock patient care areas with clean and sterile supplies
- Surveillance of quality control of departmental supplies to ensure integrity of packaging and adequacy of ward stock
- Complete stores requisitions required for O.R. and MDRD, put product away in assigned area once received
- Keep all shelving where MDRD supplies are stored neat and clean. This includes shelving out in the patient areas
- Exchange of high-level disinfection as per schedule. Monitor solution as scheduled to ensure Minimum Effective Concentration level.
- Ensure the use of all personal protective equipment as required
- Working in a safe manner at all times
- Picking case cart supplies as referenced in the Kardex system by physician and procedure
- Any other reasonable duties as requested by Manager

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## QUALIFICATIONS

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- Successful completion of a recognized MDRD course, or a refresher program within the past 5 years
- Recent experience (within the past 2 years) in a MDRD Department
- Minimum 2 years experience working as a MDRD Technician
- Physical ability to stand for long periods of time, push or pull heavy carts, lift weights up to 50 lbs.
- Ensure patients are treated within a safe environment
- Ability to interact with colleagues, staff and other professionals
- Maintains good work attendance
- Promotes the commitment statement of the organization
- Strict confidentiality of all patients and hospital related information
- Responsible for his/her own professional development
- Provide a satisfactory Police Check (vulnerable sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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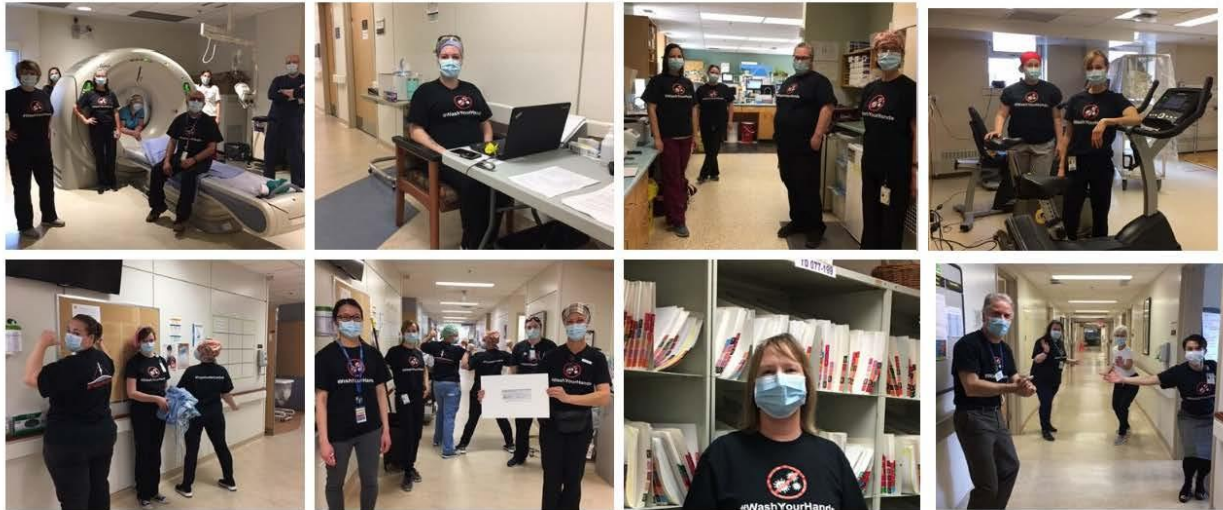
## APPLICATION INFORMATION

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Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

**[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)**

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH. Accommodations are available on request for candidates taking part in all aspects of the selection process. We appreciate interest from all candidates, however only those selected for an interview will be contacted.**



# JOIN OUR TEAM

**We are #WDMH Proud!**

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!



## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

