
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Nursing Assistants

Grid: SD16

Class Title: Nursing Assistant I (Sterile Supply)

I. Level Definition

Positions at this level clean, sterilize, assemble, wrap and/or label instruments, equipment and/or linen and perform related clerical duties.

II. Typical Duties

- (1) Cleans, sterilizes, assembles, wraps and/or labels instruments and equipment such as syringes, catheters, respirators, suction machines and/or linen such as O.R. packs by operating equipment such as heat sealer, washer-sterilizer, autoclave and water distiller.
- (2) Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate area.
- (3) Performs related clerical duties such as maintaining records, answering telephone, filing and typing.
- (4) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate and deal effectively with others.
- (ii) Ability to operate related equipment.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.