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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care  
**Grid:** SD19

**Class Series:** Nursing Assistants  
**Class Title:** Nursing Assistant II (Sterile Supply)

### **I. Level Definition**

Positions at this level clean, decontaminate, assemble, wrap, sterilize and distribute simple and complex instruments, equipment and linen related to the O.R. and other areas of the hospital, and perform related clerical duties. The assembly is of a higher complexity and also involves picking of equipment for O.R. instrument sets and filling requests from the O.R.

### **II. Typical Duties**

- (1) Cleans, decontaminates, assembles, wraps, sterilizes and stores all O.R. instruments and equipment according to established procedures.
- (2) Cleans, decontaminates, assembles, wraps, sterilizes and stores all instruments and equipment related to other areas of the hospital according to established procedures.
- (3) Picks and distributes instrument sets, supplies, and equipment for operative procedures according to established procedures.
- (4) Fills urgent requests from the O.R. for additional items required during surgical procedures.
- (5) Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate area.
- (6) Performs related clerical duties such as maintaining records, answering telephones, filing and typing.
- (7) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, successful completion of Sterile Supply Processing course, plus one year's recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

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