
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Nursing Assistants

Grid: SD22

Class Title: Nursing Assistant III (Sterile Supply)

I. Level Definition

Positions at this level supervise Nursing Assistants (Sterile Supply) and other designated staff and clean, sterilize, assemble, wrap and/or label instruments, equipment and/or linen.

II. Typical Duties

- (1) Supervises Nursing Assistants and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) 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.
- (3) Re-assembles supplies and sets up instrument trays; fills ward supply requests and delivers to appropriate area.
- (4) Performs related clerical duties such as maintaining records, answering telephone, filing and typing.
- (5) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program for Practical Nurses and/or Orderlies and/or holds a valid B.C. Practical Nurse license plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

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