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.