



**North Eastman Health Association Inc.  
Job Description**

**CENTRAL SUPPLY ROOM AIDE  
Beausejour**

**Position Summary**

The Central Supply Room Aide is a member of the Health Care Team, working under the direction of the Care Team Manager/ designate. The Central Supply Room Aide is knowledgeable of the supply and equipment needs for the team and maintains appropriate inventory of supplies to enable the team to provide patient care in a variety of settings. The Central Supply Room Aide works in accordance with the Mission, Vision and Values of North Eastman Health Association Inc. and organizational Policies and Procedures.

**Reports to:** Care Team Manager

**Union:** MGEU – Facility Support

**Std Grp.** 2 / 3C

**Qualifications:**

Education and Experience

- Order of selection will be as follows:
  1. Successful completion of sterile processing technician certificate program or
  2. Currently enrolled in sterile processing technician certificate program and willing to complete within a reasonable time frame or
  3. Willing to enroll in a sterile processing technician certificate program upon commencement of employment and complete within a three year time period.
- Previous CSR experience in a health care setting.

Knowledge, Skills and Abilities

- Mentally and physically able to perform duties as outlined.
- Excellent communication skills.
- Ability to work cooperatively with all departments.
- Ability to work with minimal supervision.
- Ability to organize and prioritize tasks in order of importance.

**Standards of Performance:**

- All assigned duties and responsibilities are carried out in a skillful and organized manner with minimal supervision.
- Follows the current Canadian Standards of Practice for Effective Sterilization in Health Care Facilities when cleaning and sterilizing equipment.
- Efficiency, concern and diligence are displayed in performance of duties.
- Ability to demonstrate judgement, courtesy and tact in dealing with vendors, physicians and co-workers.
- Care and caution are demonstrated when working with equipment.

- Accuracy in receiving and recording information is displayed.
- A neat and orderly work environment is maintained.
- Effective communication skills and interpersonal relationships are demonstrated with all members of the care team.
- Confidentiality is maintained in all matters pertaining to NEHA, the clients and their families.

**Position Duties and Responsibilities:**

- Process, maintain and dispense supplies and equipment required by departments for the care and treatment of clients.
- Maintain an accurate record of the effectiveness of the various processes of cleaning, disinfecting and sterilizing.
- Maintain CSR equipment in optimum working condition and utilize best known methods and technique for processing of material.
- Maintain an accurate inventory of supplies and CSR equipment.
- Washes instruments, prepares trays for sterilization and sterilizes equipment according to approved standards.
- Cleans and maintains flexible endoscopy equipment.
- Maintains inventory of supplies and completes requisitions for purchases in collaboration with the Care Team Manager.
- Participates in supply and equipment research in an effort to provide the most suitable products/ equipment for the team as required.
- Participates on Workplace Safety & Health Committee, Infection Control Committee and other committees as necessary.
- Meets and discusses with suppliers/ vendors new products, pricing, product issues etc. as required.
- Participates in the orientation and training of CSR staff as assigned.
- Maintain the operations of the CSR Department in the absence of the CSR Coordinator.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date

**NOTE: Original Signed and Dated December 1, 2003**