



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

**CENTRAL SUPPLY ROOM COORDINATOR  
Beausejour**

**Position Summary**

The Central Supply Room Coordinator acts as a regional liaison for the Central Supply and Sterilization Departments of the North Eastman Health Association and assumes responsibility for program leadership. This position also has direct responsibility for the CSR department at the Beausejour Health Centre. Primary responsibilities relate to adherence to standards, Quality Management, providing feedback on staff performance and supporting professional development, committee participation and communication, collaboration on the establishment and implementation of new initiatives. This position functions in accordance with the North Eastman Health Association's Mission, Vision and Values.

**Reports to:** Director of Acute Care  
Care Team Manager – Beausejour Health Centre

**Union:** MGEU – Facility Support

**Std Grp.** 2 / 3A

**Qualifications:**

Education and Experience

- Completion of a recognized certificate program in Sterile Processing
- Minimum of two years related experience

Knowledge, Skills and Abilities

- Demonstrated leadership abilities
- Demonstrated strong organizational skills and abilities
- Ability to work independently
- Ability to foster positive working relationships both individually and in a team setting.

**Standards of Performance:**

- Ensures that all policies pertinent to health records are adhered to by those involved in CSR work.
- 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.
- Maintains 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.
- Maintain 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.

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

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

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

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

**NOTE: Original Signed and Dated November 3, 2003**