

# Join a team who cares about excellence

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

## **MANAGER STERILE PROCESSING DEPARTMENT (SPD)**

### **Key responsibilities include:**

- Plans, directs and coordinates activities involved in the decontamination, assembly, sterilization and storage of medical, surgical and related supplies, materials and equipment utilized in the care and treatment of patients and the operation of the Sterile Processing Department
- Manages various personnel actions including, but not limited to hiring, orientation of new staff, ongoing training, performance appraisals and staff scheduling
- Develops and implements policies & procedures and maintains quality assurance initiatives to meet organizational and external agency requirements
- Liaises regularly with all Operating Room staff regarding products, supplies, equipment, services, instrumentation, and other issues necessary to perform designated patient care, medical and surgical procedures
- Monitors and coordinates all activities related to the production and distribution of case carts
- Prepares capital and operational budget plans for review by the Director
- Assists the Director of Surgical Services in such duties as may be assigned or delegated
- Ensures that patient charges are inputted on a timely basis

### **Qualifications &/ Registration required:**

- Bachelor of Science degree from an accredited university preferred, or equivalent training, certification and/or experience
- Maintains current licensure/ registration and annual technical competencies of International Association of Healthcare Central Service Material Management (IAHCSCMM), and Endoscopy Reprocessing Certification as required
- 5 years of management experience either in a supervisory or functional area e.g. sterile processing, operating rooms or similar setting
- In-depth knowledge of the following standards: CCHSA, AAMI, AORN, FDA, JCAHO, OSHA
- Demonstrated computer skills: MS Word, Excel, Outlook express
- Knowledge of Materials Management and Purchasing processes

## **REGISTERED NURSE OPERATING ROOM**

### **Key responsibilities include:**

- Acts as a scrub nurse or circulating nurse during a variety of operative procedures such as Laparoscopy, Endoscopy, Trauma/Emergencies, Orthopedic, Pediatric, ENT, Maternity, Gynecological, Ophthalmology, Urology, Vascular and Plastics
- Acts as an Anesthetic Nurse by assisting the anesthetist during induction and throughout the anesthetic period
- Monitors and assesses patient clinical condition and takes appropriate action to ensure safety of the surgical patient
- Functions as a Charge Nurse and a team leader when required. Participates in unit Quality Improvement activities and when required, approved research projects
- Functions as a preceptor/monitor and role model for new junior staff, as well as peers
- Takes active responsibility for professional development by participating in continuing education programmes

### **Qualifications &/ Registration required:**

- Registered Nurse with Bachelor's Degree or Diploma from an accredited institution
- Current registration as required by the Bermuda Nursing Council (BNC)
- Minimum of two years post graduate nursing experience as an Operating Room nurse
- Current certifications: CPR/BCLS, I.V
- Experience in Physical assessment essential
- Demonstrated knowledge and clinical competencies

**Closing date for applications is: January 30, 2015.** Pre-employment substance abuse screening is mandatory for all successful candidates

If you want to make a difference, and if your experience and qualifications match the above criteria,  
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Select "Work at BHB" and follow the steps.



**SAFE, HIGH  
QUALITY, PEOPLE  
CENTERED,  
COMPASSIONATE  
CARE EVERY DAY**

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