

# Join a team who cares about excellence

## STERILE PROCESSING DEPARTMENT MANAGER

### SURGICAL SERVICES

Bermuda Hospitals Board strives to provide the highest in quality health care through service excellence, education and leadership. We are seeking qualified, highly motivated and skilled professionals to work in a supportive, but demanding environment. The ability to work harmoniously within a team of professionals is critical as we continue to improve patient care.

#### **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.
- Develops and implements policies & procedures and maintains quality assurance initiatives as required by the organization and external review agencies
- Provides a comprehensive orientation to all new staff and ongoing training to all staff in the department.
- Liaises regularly with Operating Room staff, advising physicians, nurses and other personnel regarding products, supplies, equipment, services, instrumentation, and other issues necessary to perform designated patient care, medical and surgical procedures.
- Monitors and coordinate all activities related to the production and distribution of case carts.
- Prepares a capital and operational budget plans for review by the Director
- Assist the Director of Surgical Services in such duties as may be assigned or delegated.
- Ensures that patient charges are inputted on a timely basis
- Manages various personnel actions including, but not limited to hiring, performance appraisals and staff scheduling

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

- Bachelors degree from an accredited school preferred (in any science subject e.g. nursing), or equivalent training, certification and/or experience.
- 5 years of management experience either in a supervisory or functional area e.g. sterile processing, operating rooms or similar setting.
- Maintains current licensure and registration and annual technical competencies of International Association of Healthcare Central Service Materiel Management (IAHCSSM), as required
- In-depth knowledge of the following standards: CCHSA, AAMI, AORN, FDA, JCAHO, OSHA.
- Demonstrated computer skills: MS Word, Excel, Outlook express

If you want to make a difference, and if your experience and qualifications match the above criteria, **visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.** Select "Work at BHB" and follow the steps.

**Closing date for applications is: May 5, 2011.**

Pre-employment substance abuse screening is mandatory for all successful candidates.



**Bermuda Hospitals Board**

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