

## DIRECTOR - CENTRAL SUPPLY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the direction, supervision and coordination of the activities of personnel performing in the hospital central supply functions including the sterilization of medical supplies and equipment for use in the care and treatment of patients. Responsibilities include the development and implementation of procedures for the cleaning, sterilization, assembling and storage of medical supplies and equipment, including dressings, packs, and trays required for the treatment of patients. Effective working relations must also be established with all of the Nursing Units, Operating Room and Burn Center Staff. Supervision is exercised over a number of staff.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the technical training of staff on sterilization and decontamination procedures, methods, solutions as well as management concepts, safety and personal hygiene;

Maintains autoclave charts and logs as evidence that items have been effectively sterilized, stored and/or issued;

Performs regular potentiometer listing on all sterilizers;

Rotates with other designated staff to provide weekend and holiday supervisory coverage for Materials Management.

Establishes methods and work performance standards for sterile and supply processing and handling techniques;

Insures that aseptic techniques are employed by personnel in preparing and handling sterile equipment and medical supplies;

Directs workers engaged in cleaning, assembling and packing of lines, gowns, dressings, treatment trays, instruments and related items;

Directs the requisitioning, issuing controlling and charging of supplies and equipment for the central supply room;

Maintains adequate stock on hand, sets up standardized treatment and surgical procedure trays and insures that unit par stock levels are maintained;

Recommends changes in budget and inventory levels to accommodate the needs maintained;

Recommends changes in budget and inventory levels to accommodate the needs of various hospital departments;

Prepares activity and special reports for Central Sterile Supply department;

Coordinates the activities of Central Supply department with other hospital departments;

EXAMPLES OF WORK: (Illustrative Only)

Participates in staff meetings and conferences;

Reviews and updates Central Supply Procedure and Educational Manuals yearly as necessary in line with state of the art changes;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the methods, practices and various techniques of sterilization; good knowledge of hospital procedures for requisitioning, issuing and controlling supplies; ability to manage the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to get along well with others; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of either (a) graduation from a recognized college or university with a Bachelor's Degree\* in Business, Health, Public Administration, Nursing or in a related science and four years experience directing a hospital Central Sterile Supply Department; or (b) completion of 60 credits towards a Bachelor's Degree\* in one of the above areas, or graduation from an approved school of professional nursing or technical certification by an approved agency and five years experience directing and supervising a hospital Central Supply Department; or (c) six years experience as stated in (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.