Winchester District Memorial Hospital

VACANCY POSTING

Vacancy:	Medical Device Reprocessing Technician
Description of Position:	Regular Part time
Number of Vacancies:	1 Position
Unit:	Medical Device Reprocessing Department
Wage Grid:	$32.41 - $33.29
Employee Group:	CUPE Service
Shift Work:	Yes
Weekend Work:	Yes

Date Posted:	November 6, 2026
Closing Date & Time:	November 13, 2026 at 1700 hours
Reference Number:	#26-171 RPT MDRD TECH

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting to the Clinical Manager, the Medical Device Reprocessing Technician provides quality care and service to assist the health care consumer in achieving and maintaining optimum health. Although Medical Device Reprocessing Department (MDRD) Technicians do not deal directly with patients, they are essential members of the health care team. MDRD Technicians contribute and support patient care activities through the provision of clean and sterile items/supplies/equipment to patient care departments.

NATURE AND SCOPE OF WORK

- Receive, sort, fold, and reorder of disposable barrier products
- Clean and disinfect patient care items, equipment and utensils used throughout the hospital:
  - Wash autoclaves and exchange cart daily
  - Clean endoscopes
  - Clean/wash of patient care items
  - Clean/wash O.R. instruments and accessories
  - Clean and “flash” autoclaving O.R. instruments as needed

- Perform the operation of washing, cleaning and sterilizing equipment within the department, including testing procedures and maintenance procedures as indicated:
    - Clean autoclave drains weekly
    - Monitor autoclave loads (temperature, time, pressure)
    - Perform biological monitoring of autoclaves
    - Load autoclaves for cycles
- Prepare all items to be sterilized (including packaging, dating, labelling and identification of autoclave load)
- Assemble, wrap, and autoclave instruments
- Perform the sterilization of products and instrumentation as dictated by MDRD standards and procedures, including the process of high-level disinfection
- Resupply and restock patient care areas with clean and sterile supplies
- Surveillance of quality control of departmental supplies to ensure integrity of packaging and adequacy of ward stock
- Complete stores requisitions required for O.R. and MDRD, put product away in assigned area once received
- Keep all shelving where MDRD supplies are stored neat and clean. This includes shelving out in the patient areas
- Exchange of high-level disinfection as per schedule. Monitor solution as scheduled to ensure Minimum Effective Concentration level.
- Ensure the use of all personal protective equipment as required
- Working in a safe manner at all times
- Picking case cart supplies as referenced in the Kardex system by physician and procedure
- Any other reasonable duties as requested by Manager

QUALIFICATIONS

- Successful completion of a recognized MDRD course, or a refresher program within the past 5 years
- Recent experience (within the past 2 years) in a MDRD Department
- Minimum 2 years experience working as a MDRD Technician
- Physical ability to stand for long periods of time, push or pull heavy carts, lift weights up to 50 lbs.
- All new employees must obtain a satisfactory Police Check
- Good attendance record and availability to fulfill a shift commitment
- Ability to relate well with members of the health care team
- Ensure patients are treated within a safe environment
- Ability to interact with colleagues, staff and other professionals
- Maintains good work attendance
- Promotes the commitment statement of the organization
- Strict confidentiality of all patients and hospital related information
- Responsible for his/her own professional development
- Provide a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Katie Robertson at extension #6326.** Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at **bfancey@wdmh.on.ca**. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process.