



Job Code: 9669

Grade: 24

HCWR: N

Job Title

Director of Sterile Processing and Distribution

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Director of Sterile Processing and Distribution (SPD) assumes the responsibility for the system-wide strategic direction, leadership, operational planning, and supervision for departments servicing such areas as: main operating rooms, specialty departments and other procedural clinic services. The Direct of SPD will develop and manage the activities of the Sterile Processing Department and Gastroenterology Department.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Directs and oversees the operations of Sterile Processing Departments across the health system by providing leadership and oversight
- Develops and maintains a system of internal reviews that ensure service programs operation in compliance with regulatory and accrediting organizations
- Actively collaborates with hospital infection control and regulatory departments as well as multidisciplinary teams to improve institution's cleaning, disinfection, and sterilization processes
- Coordinates activities of ordering, receiving, and inventory control; ensures inventory meets par levels, surgeon preferences, and quality standards; analyzes equipment and inventory spending patterns to maximize cost effectiveness
- Utilizes key performance indicators for trending and identifying improvement areas.
- Ensures coordinated and timely delivery of reprocessed items to clinical stakeholders within the health care organization
- Maintains accountability for departmental budget for the system including determining resource needs, allocation resources and ensuring proper utilization in productivity, efficiency, and cost effectiveness of Sterile Processing Department operations
- Develops and articulates a strategic vision for all areas of responsibility
- Develops and oversees financial management including operating budget, supplies, equipment, space, staff, and information
- Develops and reports on budgets, including monthly indicators on quality, productivity, and efficiency
- Establishes departmental quality goals and objectives and develops and implements standardized departmental policies and procedures
- Ensures local facility sterilization and High-Level Disinfection (HLD) functions comply with all regulatory requirements
- Builds and maintains productive inter/intra departmental and vendor work relationships to optimize operations; collaborates with perioperative management on work-flow issues and implements solutions
- Evaluates and identifies equipment in need of repair. Ensures equipment operates within all regulatory and safety standards
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Five (5) years sterile processing and high-level disinfection experience
- Three (3) years supervisory or management experience in a sterile processing department
- Current certification as a Sterile Processing Technician (CBSPD or CRCST) or Operating Room Technician
- Intermediate Proficiency in Microsoft office (PowerPoint, Excel, Word)
- Current experience and knowledge using Instrument management software (i.e., Censis, OneSource, etc.)



Preferred Qualifications

- Bachelor's degree in Nursing, Healthcare administration, business administration, or operational science
- Certification from the International or American Association of Healthcare Central Service Material Management Organization
- Prior experience and knowledge of semi-automated systems and equipment

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Knowledge of asepsis; surgical techniques, instruments, and equipment; respiratory therapy equipment; and other patient care equipment and supplies and their use, case cart management
- Knowledge of regulatory agency requirements such as infection control guidelines, Associate of periOperative Registered Nurses (AORN) standards, Joint Commission, Association for the Advancement of Medical Instrumentation (AAMI) and International Association of Hospital Central Service and Materials Management (IAHCSMM) and effectively applies this knowledge to manage systems and processes to ensure the highest level of patient care and personnel development
- Demonstrates a commitment to the mission of Cook County Hospitals and Health Systems and demonstrates a service orientation and adheres to all responsibilities and standards of the Hospital
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy, and precision
- Potential exposure to disinfectants, ethylene oxide and blood/body fluids
- Ability to sit up for up to 4 hours per day and for at least 2 consecutive hours; standing and walking for up to 4 hours per day; use upper extremities frequently to raise and handle objects; occasionally stoop or bend; operation steam sterilizers at high temperatures
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to work flexible hours

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.