

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
9002 R-2

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other New	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC Bay Pines, FL	5. Duty Station VAMC Bay Pines FL	6. OPM Certification
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special	
Explanation (Show any positions replaced) Redescription of 9002 R-1 Supply Management Specialist GS-2003-13		13. Competitive Level Code X04		14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Supervisory Supply Management Specialist	GS	2003	11	DF	5/20/11
e. Recommended by Supervisor or Initiating Office	Assistant Chief, SPD	GS	2003	13		

16. Organization Title of Position (If different from the official title)  
Assistan Chief, SPD

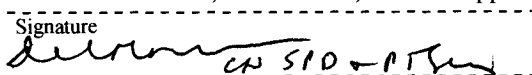
17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Nursing & Patient Support Services
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Sterile Processing Department
b. Second Subdivision Medical Center - COS Patient Care Services	e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)


20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statues or their implementing regulations.

a. Type Name and Title of Immediate Supervisor DEBRA MORAN, Chief Nurse, Pateint Support Svs.	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 4/29/11	Signature: _____ Date: _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
Position Classification Flysheet for Supply Program Management Series GS-2003 TS-117 July 1992; GSSG TS-52 March 1981

21. Typed Name and Title of Official Taking Action  
DaNene Flores HR Specialist (Classification)

Signature:  Date: 5/20/11

22. **Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Incumbent serves as the Assistant Chief of Sterile Processing Department (SPD) and must have thorough knowledge to oversee the full day to day operation of SPD at Bay Pines Healthcare System (This includes FMOPC and CBOC's). He or She must be VA or IAHCSSMM certified and maintain requirements for certification while in this role. Requires knowledge of re-usable medical equipment principles (RME) in accordance with VHA Directives and evidenced- based recommending bodies such as AAMI, AORN, CDC, etc. Collaborative practice with all clinical and administrative service chiefs within the organization.

### **MAJOR DUTIES:**

1. Incumbent assists the Chief SPD with the planning, directing, coordinating and implementing sterile processing and RME requirements for 54 employees as well as end users within the Bay Pines Healthcare System. Oversight for Health System Specialists, supervisors, leads, reprocessing and scope technicians 24/7 at this active 1A facility.
2. Incumbent is responsible for the management, coordination and record accountability of all practices within complex scope of sterile processing and RME. Ensures all staff is following sops and competencies per manufacturer guidelines. Collaborates with end users to ensure processes are in place and reviewed annually. Completes tracer rounds and reports the findings through action plan to Chief SPD.
3. Incumbent provides technical and leadership skills as well as trains, directs and assigns work schedule for all supervisors to ensure skill levels are covered 24/7. Responsible for ensuring cross training designated employees on all areas of SPD. Assists in gathering data to evaluate staffing needs through evidenced- based and benchmarking strategies.
4. Incumbent is responsible for ensuring all RME items (sterilized by SPD) are checked by Biomedical Engineering and all manufacturer guidelines have been validated to appropriately clean and sterilize prior to being delivered to the using Service. Validates training, development of SOP and employee competencies are completed before placing items into service. Reviews staff competency and training folders annually with Nurse Educators and Supervisors.
5. Incumbent is responsible for assuring the SPD Guidebook is updated and reviewed annually. She/he assists with developing, recommending and implementing VA policy and Directives on any changes related to decontamination and sterilization of supplies and equipment. Works closely with RME, Equipment and Infection Control Committee at the facility and VISN SPD Board and VISN Commodities Standards Board.
6. Identifies obsolete, excess and greater than 5 years equipment/items to meet RME Directive for facility planning and provides information to Chief SPD.
7. Incumbent is responsible for assuring Sterile Processing and RME issues are adequately presented and incorporated into facility construction planning and/ or expansions.

8. Incumbent conducts special studies for the Chief SPD to present to VISN and National SPD Committee/Boards. For Ex, Instrument Tracking Systems Works closely with Clinical Nurse Resource Coordinator on Commodities and Standards Committee to identify trials of new products as well as coordinates between Logistics and SPD.

9. Incumbent is responsible for establishing controls ensuring all data is accumulated and maintained for accurate preparation of all reports/action items that have to be submitted by SPD. The data is accumulated from functions performed daily, weekly, bimonthly, monthly, quarterly semi-annually, etc. Reports are, but not limited to Five year Replacement Equipment Program, Annual Reports required by VACO, Effectiveness of Equipment Control, Reports of Survey and Equipment Year-End Certification, RME Directives, etc.

10. Incumbent is responsible for the development and implementation of a Quality Assurance Program to include monitors which are high risk problem prone. These are reported to Leadership and are tracked and trended for corrective action plans. Position is responsible for completing rounds/tracers on all tours of duty to identify vulnerabilities within the department.

11. Incumbent acts as the central point of contact for technical issues regarding sterilization, decontamination and RME. Is considered a technical expert in these complex processes. In addition has basic supply, inventory and logistics principles. Must be able to communicate verbally and in writing sterilization reports.

12. Works closely with Operating Room Nurse Manager to ensure infection control, RME, Sterilization practices are followed according to AORN, AAMI, APIC, IAHSMM guidelines. Tracks and trends issues to present to OR/SPD Committee for resolution. Works closely with all managers of departments and acts as resource and consultant.

### **Factor 1, Program Scope and Effect**

#### **a. Scope**

The purpose of the work is to provide for accountability on critical and semi-critical items that SPD reprocess. Further to ensure that an annual inventory of all these items is made and discrepancies immediately resolved. Other purposes are to assist the facility in the accountability to maintain necessary records and SOP, competencies, inventory control and disposition of excess equipment within the framework of established procedures and guidelines.

#### **b. Effect**

The work contributes to the well being and treatment of the patient through the timely acquisition and availability of need equipment as well as safety to prevent infection and cross contamination by ensuring all areas are following appropriate processes.

### **Factor 2, Organizational Setting**

The position reports to a position that is two or more reporting levels below the first SES, flag or general officer, or equivalent or higher level in the direct supervisory chain. Specifically, the incumbent of this position reports to the Chief of SPD.

### **Factor 3, Supervisory and Managerial Authority Exercised**

Utilizes subordinate positions to direct and oversee the work of SPD Service; plans work to be accomplished by subordinates, sets and adjusts short-term and/or long-term priorities, and prepares overall plans/schedules for accomplishment of objectives. Makes decisions on work problems presented by subordinates. Makes or approves selections for subordinate non-supervisory positions. Incumbent evaluates subordinate positions. Position recommends awards or bonuses for non-supervisory personnel and changes in position classification, affirmative employment, and employee and labor management relations, subject to approval by higher level officials, supervisors, or others. Hears and resolves grievances or serious employee complaints and reviews and approves disciplinary actions.

### **Factor 4, Personal Contacts**

#### **Sub-factor 4A-Nature of Contacts**

Intra/Inter-agency personal contact include co-workers, Biomedical Section/Engineering Service Chiefs, Secretaries, Physicians, Clinicians, Manufacturers, VA Facilities/Nationwide Service & Reclamation Personnel, VA Administration ,other Federal Agencies, Department of Defense, Austin Automated Center, General Counsel, private sector, VA patients and general public. Contacts are encountered at work locations.

#### **Sub-factor 4B- Purpose of Contacts**

Exchange of information and establish work schedules and priorities providing and technical advice, arranging for inventories of equipment, training and instructing in the function and requirements of the equipment program and ER requirements frequently to resolve difficulties. Discuss the technical points of equipment requisition installation schedules and delivery information with manufacturing representatives. Position requests information from VISN 8 and/or VACO for special reports and projects. Discuss requisitions with VA National Acquisition Center policies, procedures and excess availability. Identifies equipment/supplies needs and initiates required action to satisfy those needs for all services at the facility.

### **Factor 5, Difficulty of Typical Work Directed**

The Sterile Processing Department consists of the following non-supervisory positions in the subordinate units: GS-0622-06 (34);GS-0622-05 (3); GS-06 best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25% or more of the basic workload. Subordinate Supervisors: GS-0622-09 (6); GS-2010-11 (1); GS-2003-11 (1)

### **Factor 6, Other Conditions**

Directs work of Subordinate Supervisors who supervise non supervisory positions involving technician work comparable at the GS-06 grade level.