POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO.: 029450

2. REASON FOR SUBMISSION: [ ] REDESCRIPTION [ ] NEW [ ] REESTABLISHMENT [ ] OTHER
EXPLANATION *(Show any positions replaced)*

3. SERVICE: [ ] HDQTRS. [X] FIELD

4. EMPLOYING OFFICE LOCATION: VAMC

5. DUTY STATION: Phoenix, AZ

6. OPM CERTIFICATION NO.:

7. FAIR LABOR STANDARDS ACT: [X] EXEMPT [ ] NONEXEMPT

8. FINANCIAL STATEMENTS REQUIRED: [ ] EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE [ ] EMPLOYMENT AND FINANCIAL INTERESTS

9. SUBJECT TO IA ACTION: [X] YES [ ] NO

10. POSITION STATUS: [X] COMPETITIVE [ ] EXCEPTED *(Specify in Remarks)* [ ] SES *(Gen.)* [ ] SES *(CR)*

11. POSITION IS: [ ] SUPERVISORY [ ] MANAGERIAL [ ] NEITHER

12. SENSITIVITY: [ ] 1 - NON-SENSITIVE [ ] 2 - NON-CRITICAL SENSITIVE [ ] 3 - CRITICAL SENSITIVE [ ] 4 - SPECIAL SENSITIVE

13. COMPETITIVE LEVEL CO: X27

14. AGENCY USE:

15. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	Supervisory General Supply Specialist	GS	2001	12	ah	7/18/10
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Supervisory General Supply Specialist	GS	0201	12		

16. ORGANIZATIONAL TITLE OF POSITION *(if different from official title)*: Supervisory General Supply Specialist

17. NAME OF EMPLOYEE *(if vacant, specify)*:

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT: Department of Veterans Affairs

A. FIRST SUBDIVISION: Veterans Health Administration

B. SECOND SUBDIVISION: Phoenix VA Health Care System

C. THIRD SUBDIVISION: SPD

D. FOURTH SUBDIVISION:

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 statutes or their implementing regulations.*

A. TYPED NAME TITLE OF IMMEDIATE SUPERVISOR: CYNTHIA MCCORMACK, Ph.D., RN

SIGNATURE: Cynthia McCormack DATE: 7/13/10

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER *(optional)*:

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.*

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION: Sharon Heath, HR Specialist

SIGNATURE: Sharon Heath DATE: 7/12/10

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION: General Supervisory Guide, HRCD-5, June 1998, April 1998 and PC FS for General Supply Specialist

INFORMATION FOR EMPLOYEES: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE *(optional)*										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS: Position is at the full performance level

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES *(See Attached)*

POSITION DESCRIPTION
SUPERVISORY, GENERAL SUPPLY SPECIALIST GS-2001-12
CHIEF; Sterile, Processing & Decontamination (SPD)
ORGANIZATIONAL CODE: 644, Phoenix VA Health Care System

PRIMARY PURPOSE:

Sterile, Processing and Decontamination (SPD) is the central point from which patient care medical and surgical instruments and equipment are procured, received, processed, decontaminated, packaged, sterilized and distributed throughout the medical center and community based outpatient clinics. SPD is organized into three distinct and physically separate units: Decontamination, Sterile Preparation, and Scope Decontamination. This position plans, organizes, directs, and evaluates all SPD activities as necessary to effectively administer to SPD operational requirements, as outlined by VHA Directive 7176. The degree of specialized knowledge, as well as the nature and variety of skills required in the supervisory management of the SPD section, dictates a maximum delegation of authority to the Supervisor, SPD. This individual must exercise independent judgment in all technical and managerial aspects of the section. The objectives of SPD are to provide centralized support of the medical centers patient care programs, while assuring appropriate aseptic conditions, economy of operation, and consistency in processing, storing, and distribution, under strictly controlled conditions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Supervisor, SPD must maintain a methodical and efficient automated inventory management system, which responds to constantly changing needs and is consistent with consumer demands, He/she must possess a thorough understanding of the Generic Inventory Package (GIP) and other automated inventory management systems. The incumbent must ensure the availability of a large number of instruments and equipment used throughout the medical center and community based outpatient clinics. The incumbent has direct supervisory responsibility for analyzing short and long-term trends for medical and surgical instruments, equipment and its required supplies. He/she must determine priorities, establish appropriate levels, determine reorder frequencies, delivery schedules and manage procurement activity for more than 5,000 line items, representing expenditures of approximately $3,000,000 annually.

He/she is a member of the VISN 18 GIP Implementation Workgroup and the VISN18 Standardization Workgroup. These duties include responsibility for reporting to VISNS, National Acquisition Center (NAC) and VACO on matters of standardization compliance, cost containment/avoidance and inventory management efficiencies.

This individual serves as the Chair of the Reusable Medical Equipment Committee and as a member of the Clinical Executive Board, Medical Equipment Management Sub-Committee, Technology Assessment Committee, Infection Control Committee, Sharps Injury Prevention

Team, MRSA Committee, Surgical Staff meeting, Orthopedic Surgeons Meeting, Special Care Committee, Patient Care Services Quality Council, VISN SPD TAG, and can be required to assist with other medical committees or workgroups as needed to meet operational goals. He/she is responsible for tracking and reporting medical device recalls, safety alerts and patient safety advisories per the requirements of the Food and Drug Administration (FDA) and 21 CFR, Part 803 Medical Device Reporting. The individual must be knowledgeable on all instruments and equipment to facilitate all recalls, patient safety alerts and/ or safety notifications. He/ she must monitor the FDA Enforcement Reports, VACO Recall Reports, Patient Safety Alerts, and do extensive searching/ research of items posted on these reports to ensure that all patient and employee safety needs are met without fail. The incumbent will ensure that proper protocols (Standard Operating Procedures (SOP), Competencies) are being followed when it comes to the reprocessing of Reusable Medical Equipment (RME). He/ she tracks damages to endoscopes, medical equipment, and/or supplies as well as the expected life expectancy of all RME. The individual serves as the Service Patient Advocate Liaison (PAL) and is required to be the SPD spokesperson for responding to patient complaints.

The individual is the spokesperson on the status of all recalled instruments and equipment to the Equipment Management Utility Sub-committee. This individual must be knowledgeable of and is responsible for compliance with VA Directive 7176 Supply, Processing & Distribution, H-90-1 SPD Handbook, 29 CFR 19101047 Safe Use of Ethylene Oxide, 29 CFR 1910.1030 OSHA Blood borne Pathogens Exposure Control Plan and 29 CFR 1910.1200 Hazardous Communication Act.

He/she must identify the equipment, instrument, and supply requirements of the SPD department and the East Valley Institute of Technology (EVIT), preparing appropriate requests for replacement or additional equipment. This includes, but is not limited to, requests for sterilization equipment, processing equipment, telecommunications and computer equipment. He/she will use Equipment Inventory Listings (EIL) replacement dates, work order history, repair frequency, input from medical center staff and needs assessment tools to assess the need for new or replacement equipment. He/she will also work with other Service Chiefs/ Supervisors in the procurement of their equipment. The individual will develop SOPs and will ensure competencies are met for each RME in the medical facility.

FACTOR 1. PROGRAM SCOPE AND EFFECT

The management responsibility of this individual involves ensuring the availability of over 5,000 recurring and nonrecurring medical, surgical and specialty items, proper decontamination, infection control, sterilization of a large number of medical supplies and equipment, reprocessing of all RME which include Flexible Endoscopes, and ensuring the availability of all medical and surgical instrumentation necessary to support all medical and surgical specialties and sub-specialties. This employee is responsible for investigating and analyzing a variety of unusual problems or questions unable to be resolved at lower levels within SPD. This employee's work directly effects patient care within the medical center.

This individual must be knowledgeable of SPD policies and programs. A thorough understanding of technical medical equipment, therapeutic and diagnostic apparatus and paraphernalia is required. The incumbent must have a thorough knowledge of the methods used in sterilizing and reprocessing of various types of patient care devices, so as to ensure bacteriologically safe processing. An understanding of microbiology is necessary in order to implement infection control and standard precaution practices and SOPs. This person must be familiar with decontamination procedures, blood borne pathogen exposure control plans, infection control principles and the preparation requirements of various complex surgical instrument sets, medical and diagnostic equipment, He/she must also have knowledge of automated inventory management systems such as the Generic Inventory Package (GIP) and point-of-use equipment in order to manage complex and difficult supply and demand patterns. This employee also manages the maintenance of files and records that reflect instrument trends. This individual must have knowledge of personnel regulations, EEO principles; the union negotiated bargaining (master) agreement and other personnel management regulations. He/she must be knowledgeable of SPD automated computer program applications, IFCAP, GIP, and SPD inventory databases in support of the patient care mission.

This employee maintains continuous high quality services by establishing processing, procedures, which are developed by reading, interpreting and implementing appropriate regulatory guidelines, policies and recommended practices. In addition, he/she further determines appropriate guidelines by attending seminars, conferences, and workshops and through membership in pertinent professional organizations. This individual will develop appropriate guidelines, using information gained from the sources listed above. The incumbent must have a working knowledge of Food & Drug Administration (FDA), the Association for the Advancement of Medical Instrumentation (AAMI), the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO), the Association of Operating Room Nurses (AORN), the Center for Disease Control (CDC), the International Association for Healthcare Central Service Material Management (IAHCSMM) and Environmental Protection Agency (EPA) regulatory guidelines.

The incumbent oversees all of the Decontamination, Disinfecting and Sterilization of all RME including Flexible Endoscopes and Dental in the facility and CBOCs 24 hours per day. All SOPs, manufacturer's guidelines, and competencies associated with the reprocessing of RME are under the control of the Supervisor, SPD.

The individual will oversee the EVIT SPD for High School Students Program which involves the development of the curriculum and appropriate testing techniques to ensure that the students are 100% efficient in all aspects of SPD. He/she will assist with coverage as the substitute High School teacher for the EVIT SPD Learning Institute which requires maintaining the Board of Education for Arizona Substitute license as well as all SPD related certifications.

FACTOR 2. ORGANIZATIONAL SETTING:

The incumbent is under the supervision of the Associate Medical Center Director/ Patient Care Services. He/she receives guidance in the form of policy statements, standard operation

procedures and is directed through planned mission objectives by the Associate Medical Center Director/ Patient Care Services. This individual has wide latitude and responsibility for exercising independent judgment in the management of administrative controls, planning, training and directing all functional activities within the SPD Section and the EVIT Learning Institute. Exercising sound independent judgment in all technical and administrative matters within SPD is essential.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED:

The incumbent functions as The Chief, SPD/ Patient Care Services (PCS). The nature of the work environment places this individual in a key position requiring tact, diplomacy and reliable decision- making abilities to carry out assigned responsibilities. The incumbent must exercise independent judgment in aligning administrative controls and communicating, planning, training, and directing the functional activities of SPD within broader medical center goals and policies. Independent judgment is exercised in all technical matters within the scope of the SPD functional activity.

This position is responsible for planning, directing, and coordinating the complex functions and activities of the SPD section and the EVIT Learning Institute. The incumbent is responsible for the supervision of two GS-11 SPD employees (one Supervisor one Education Specialist), two GS-7 Work Leaders, and approximately 23 non-supervisory employees, ranging in grade from GS-4 to GS-7, The duties of these employees include procurement, receiving, distribution, decontamination, preparation and sterilization of medical/surgical instruments and patient care equipment. In addition, this position is responsible for overseeing the activities of SPD Interns, volunteers, students and youth groups which may be assigned at various times throughout the year.

This individual has responsibility for administering SPD training, orientation and employee development programs, including the new VACO Certified Registered Medical Supply Technician (CRMST) program and associated Continuing Education Credits (CEU). He/ she will evaluate and approve all SPD employees for competencies on every type of RME (Critical, Semi-critical, and non-critical).

FACTOR 4. PERSONAL CONTACTS:
FACTOR 4B. NATURE OF CONTACTS:

The incumbent has personal contact and communicates with employees in SPD, Patient Care Services, Ambulatory Care, Clinical Services, Geriatrics and Extended Care and other healthcare professionals, technical personnel, administrative management officials, manufacturers' representatives and the professional staffs of other medical centers including the VISN and professional organizations including the Learning Institute at EVIT and the International

Association of Healthcare Central Service Material Management (IAHSCMM). He/she conducts orientation classes for all new medical center personnel regarding SPD concepts and requirements.

FACTOR 4B PURPOSE OF CONTACTS:

Contacts are made in order to provide technical advice and support to medical center personnel concerning procedures, processes, aseptic techniques, sterilization practices, infection control and standard precaution guidelines including all RME both Critical and Non-critical. This individual attends formal and informal meetings or other decision-making events for the purpose of influencing, motivating, and persuading individuals who are working toward common goals but may have different ideas as to how to reach these goals. Effective communication and interaction with various health care providers and manufacturers' representatives is required.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED:

The Supervisor SPD makes decisions based upon findings, observations or problems presented by subordinates. He/she must work with the administration of other departments, outside organizations and staff members to resolve problems or concerns in a constructive and positive manner. This individual advises higher level management of problems in the organization's activities, evaluates the performance of subordinate employees, recommends awards, develops CORE values and customer service practices, handles serious employee complaints, and administers disciplinary actions, as required, within the framework of progressive discipline. The Chief, SPD plans and assigns work on a daily, weekly, monthly and annual basis. He/she sets deadlines, priorities, develops operating instructions, position descriptions, performance standards and competency assessment reports for employees under his/her supervision. He/she recommends methods to improve the quality and productivity of the SPD section through the use of quality improvement tools, process improvement teams, brainstorming, Gallup surveys and customer service initiatives.

The incumbent must keep abreast of changing needs and techniques affecting operational aspects of sterile processing and decontamination within SPD. He/she must apply a broad range of supervisory, materiel management and SPD specific principles in order to evaluate processes and arrive at decisions and recommendations, resulting in correct work practices. He/she must stimulate SPD personnel to recognize the need for the continuing review of procedures, and have knowledge of advances made in sterilization methods, equipment and preparation practices. The incumbent must be familiar with all medical and surgical instrumentation, equipment, accessories and paraphernalia provided by SPD, including available sources and possible alternatives, when required.

The principal areas managed by this individual include:

(I) **Decontamination:** As the Chief of SPD, the individual is responsible for all reprocessing (disinfection/ decontamination) of instruments, Reusable Medical Equipment, and all Flexible Endoscopes in the facility. The reprocessing of Flexible Endoscopes is a 24-hour operation and

requires constant education, training, and testing for competencies. The decontamination unit is responsible for the collection and safe transportation of all contaminated patient care supplies, instrumentation and equipment to a centralized area within SPD for processing. Decontamination techniques require the knowledge necessary to determine what specific processes are needed to effectively clean, disinfect, sanitize and sterilize a variety of complex diagnostic equipment, surgical instrumentation, medical devices and paraphernalia. Technicians must be trained and provided with the necessary resources to properly identify and decontaminate all reusable items, while at the same time recognizing single-use, disposable devices. This Individual must work in harmony with work leaders to provide adequate reference materials, clearly defined processing guidelines, manufacturer protocols and other technical data required to realize infection control principles. The incumbent must manage and coordinate the safe and standardized operation of a variety of technically advanced decontamination and sterilization equipment. He/she must oversee and ensure the safe use of a variety of chemical agents needed to accomplish these objectives, In addition, this individual must be familiar with all Medical Center, State, and Governmental policies and regulations regarding Standard Precautions, Blood borne Pathogens and Infection Control practices. The incumbent must ensure that the SPD personnel are all made aware of all new procedures for disinfecting supplies and equipment throughout all of the hospital.

(2) **Sterile Preparation:** In accordance with VHA Directive 7176 the incumbent is responsible for all sterilization and Reprocessing of all Reusable Medical Equipment activities within the medical center and CBOCs. As such, he/she must understand and apply all policies and recommended practices as established by VA Handbook 11-90-1 and VHA Directive 7176, The Sterile Preparation area is responsible for the assembly and sterilization (Steam and/or Gas) of various complex instrument sets and paraphernalia for a variety of surgical disciplines, including major orthopedic, peripheral vascular, endovascular, ophthalmological, urological, general, head-and-neck, thoracic, plastic, GYN, Dental, podiatric and endoscopic techniques. As such, he/she has responsibility for ensuring that procedure cards and processing guidelines are current and represent the latest manufacturers and community standards regarding recommended practices for the preparation and sterilization of devices used to support these programs. As dictated by 29 CFR 19 10.1047 this individual is responsible for safe use of Ethylene Oxide (ETO), a gaseous sterilizing agent, Sterrad Sterilization, a peroxide based sterilization agent, and Glutaraldehyde, a high level disinfectant. Biological, chemical and mechanical monitoring of sterilization process controls, record keeping and quality management processes must be established and maintained by this individual. The incumbent must insure proper training and oversight in the use of load identification numbers, expiration dating, recall procedures, for internally sterilized materials, and other process controls relating to sterility assurance and sterility maintenance within the medical center.

(3) **Storage & Distribution:** All supplies and equipment processed in the preparation Section or received from manufacturers or distributors are stored and distributed from this area. This individual is responsible for ensuring that all medical and surgical supplies required to meet patient care demands are available. He/she manages the dispatch, delivery and supplementary supply of specialty carts for more than eighty (80) delivery points within the medical center and community based outpatient clinics. The incumbent manages the daily replenishment of supplies, instruments, and equipment in the wards, the numerous specialty clinics and the point-of-use

automated supply distribution cabinets. He/she must ensure the constant and steady delivery of supplies necessary to meet the demands of patient care. This individual, through subordinate supervisors and work leaders, coordinates changes in supply needs and maintains adequacy of specialty items by supplementing or exchanging supplies to keep materials moving. He/she will oversee compliance with VISN Policy Number 37, Product Trials and Evaluations assess cost containment initiatives or determine the need for additional training necessary to support new program goals or technological advancements in healthcare. This will be accomplished through coordination with requestors and manufacturers technical representatives and the use of the Commodity Standards Committee.

(4) **Patient Care Equipment:** This individual is responsible for the management, tracking, distribution and accounting for patient care equipment and instruments provided by the SPD Department. This includes, but is not limited to, cardiac arrest (crash) carts, portable aspirators (suction), hypo/hyperthermia machines, patient safe handling machines, feeding pumps, electronic thermometers, infusion pumps, Tele-health Companions, Patient Controlled Anesthesia (PCA) pumps, heating pads, Continuous Passive Motion (CPM) machines, Thrombogard (anti-thrombosis) machines, Art-Assist (vascular assist) machines and a large variety of other patient care equipment. Responsibilities includes oversight for and management of the rental, tracking and disposition of specialty equipment obtained from outside sources, such as, specialty beds, Vacuum Assist Closure (VAC) machines, ventilators and other patient care devices which may be required for special circumstances. Preventive maintenance and educational programs for the use and care of these devices must be established and maintained by the incumbent. The individual will attend conferences and vendor shows as he/ she is responsible for ensuring the hospital is sampling, trialing, purchasing, and distributing the most state of the art equipment and supplies.

(5) **Fiscal & Budget:** The incumbent is responsible for obligations against Fund Control Point 021, Medical & Surgical Supplies, totaling approximately $7,000,000 annually. He/she manages requests for routine consumable supplies and specialty, life sustaining, materials for virtually all medical and surgical specialty and sub-specialty clinics. This individual must determine, based upon fiscal considerations, the logistics and appropriateness of all authorized expenditures. He/she serves as the Purchase Card Approving Official for FCPO2I, Medical and Surgical Supplies. He/she is responsible for overseeing the appropriate use of the government purchase cards for which he/she has responsibility and for the oversight of 1358 accounts as to ensure the proper obligation of available funds, while ensuring the efficient use of available funding. This individual is responsible for ensuring the correct and timely processing of 2237 requests. The incumbent may be required to approve purchases for FCP 201, Medical Operating Equipment FCP 553 for Education Tuition and SPD related Travel.

FACTOR 6. OTHER CONDITIONS

This individual is required to analyze, understand and train others to interpret supply usage trends, cost comparison data, cost containment, new product evaluations, single-use disposable vs. reusable materials and to stay abreast of technological developments in medical and surgical

instrumentation, equipment and paraphernalia used within the medical center. He/she must use information obtained through research and education to develop processing procedures and to systematically control and/or reduce costs.

He/she is responsible for and directs the arrangement and rearrangement of the physical layout of the Sterile Processing, Decontamination and Storage & Distribution areas in SPD as well as the secondary areas to effectively and efficiently utilize allocated space and to accommodate changes or expansion. The incumbent must analyze other factors, relative to productivity, workflow, people flow, air flow and material flow, as is necessary to maintain the security and integrity of sterile supplies and equipment processed, stored or issued from these areas.

The incumbent will maintain an ongoing training program, identifying required or recommended training classes, preparing written lesson plans, developing or obtaining instructional aids, video and/or slide presentations. Such training will address all mandatory or specialized training requirements for SPD. This training program will include, but is not limited to, the new Certified Registered Medical Supply Technician (CRMST) training program which falls under IAHSCMM guidelines, SPD Manual H-90-1, VHA Directive 7176, handling of contaminated materials, sterilization sciences, inventory management, disaster preparedness, fire and safety, standard precautions, blood borne pathogens and infection control. In order to teach and oversee the training program, he/she must attain the IAHSCMM trainer certification and maintain annual CEUs as an instructor. In addition, the proper use and understanding of material safety data sheets (MSDS), use of Personal Protective Equipment (PPE), hazard assessments, the safe use and handling of Ethylene Oxide (ETO) and ETO Emergency Action Plan requirements are required training topics. Additional training will include bacteriological monitoring and record keeping of sterilization processes, preparation of complex surgical instrumentation, aseptic techniques, AIS security, Management of Disruptive Behavior and Sexual Harassment. Other appropriate training may be required to ensure the effective and efficient operation of the SPD department.

He/she plans and oversees the preparation of personnel staffing schedules for the various sections of SPD, ensuring the required coverage for all assigned shifts including 24 on-call duties in order to provide adequate manpower for the accomplishment of the SPD mission. He/she writes and finalizes position descriptions, performance standards and critical elements, conducts evaluations, annual performance ratings and competency assessments for employees assigned to SPD. This individual processes personnel actions necessary to promote, recruit, resign or transfer staff, as necessary. This individual counsels and/or initiates formal or informal disciplinary actions, as is appropriate. A functional understanding of labor relations, EEO and other personnel matters is required. The incumbent must manage staffing requirements to ensure that the approval of annual leave, emergency annual leave, sick leave, care and bereavement or other special requests for SPD employees under his/her supervision will not diminish the manpower necessary to fulfill SPD objectives.

This individual directs quality control, process improvement, CORE values and customer service initiatives within SPD. He/she must ensure that SPD staff members are actively involved in Process Improvement Teams (PIT), QUEST programs and other quality management programs necessary to maintain acceptable levels of proficiency, performance and conduct. This person

must be familiar with Joint Commission standards, Office of Inspector General, VA and agency directives, applicable regulations, hospital policies and other rules and regulations as they relate to decontamination, infection control, sterilization and sterility maintenance within the medical center. The incumbent must maintain a Quality Assurance Program, ensuring product quality control through random sampling, biological testing and product assessments.

This individual is responsible for writing, reviewing and updating medical center policies for which SPD has oversight. These include, Medical Center Policy 90E-01, SPD Contact Process for Scope Reprocessing, Medical Center Policy 90E-02, Procedures for The Recall of Potentially Hazardous Products and Medical Device Incident Reporting and Medical Center Policy 90E-03, Commodity Standards Committee, Medical Center Policy 90E-04, Isolation Carts, Medical Center Policy 90E-06, Emergency Code Carts, Medical Center Policy 90E-07, Management of Loaner Instruments, Medical Center Policy 90E-09, Ensuring Sterility of Non-Biological Implantable Devices, Medical Center Policy 90E-10, Flash Sterilization, Medical Center Policy 90E-11, Set up for Use and Reprocessing of RME, Medical Center Policy 90E-12, Cleaning and Disinfecting Non-Critical RME. He/she will revise SPD Manual, H-90-1 and other policies and procedural manuals relating to SPD activities at least annually, or more frequently as needed to reflect procedural changes as they occur.

The incumbent is responsible for developing and maintaining the functionality of the Generic Inventory Package (GIP) within SPD, CBOCs, and Secondary Inventory Areas. In addition, he/she will assist Logistics inventory management personnel with the implementation of VA Directive 1761.2 Inventory Management, as needed to realize the use of automated inventory management throughout the medical center. Management of over 5,000 recurring and nonrecurring medical, surgical and specialty items, while ensuring adequate turn-over rates, limited inactive items and acceptable long supply rates, is a critical function of this position.

This individual will have interaction with outside regulatory agencies such as the Food & Drug Administration (FDA), the Association for the Advancement of Medical Instrumentation (AAM1), the Joint Commission, the Association of Operating Room Nurses (AORN), the Center for Disease Control (CDC), the American Society for Healthcare Central Science Professionals (ASHCSP), the Environmental Protection Agency (EPA), the International Association of Healthcare Central Service Material Management (IAHSCMM), and other regulatory bodies as is necessary to fulfill SPD program goals.

The incumbent is overall responsible for all Food and Drug Administration (FDA) and manufacturer voluntary/involuntary recalls. The individual must be knowledgeable on all supplies and equipment to facilitate all recalls; patient safety alerts and/ or safety notifications. He/ she must monitor the FDA Enforcement Reports, VACO Recall Reports, Patient Safety Alerts, and do extensive searching research of items posted on these reports to ensure that all patient and employee safety needs are met without fail. The individual is the spokesperson on the status of all recalled supplies and equipment in the hospital.

In the performance of official duties, this employee has access to printed and electronic files containing sensitive information which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws and regulations. This employee is responsible for 1) protecting

that information from unauthorized release or from loss, alteration, or unauthorized deletion, and 2) following applicable regulations and instructions regarding access to computerized files, release of **access** codes, **etc.**, as set out in computer access agreement and VA Policy Memorandums.

The employee will routinely alternate from areas that contain high temperatures and have the possibility of contamination to carefully controlled clean, cool areas. It may be necessary, from time to time, to wear various types of protective clothing ranging from heavy rubber gloves and aprons to thin sterile gloves, scrub attire, masks, hairnets and clean over-jacket covers. The incumbent may be subject to the possibility of injury while handling contaminated needles and instrumentation. The potential for burns from steam sterilizers or hot objects, inhalation of gases or occasional exposure to excessive noise *from* the movement of carts or the operation of mechanical cleaning equipment is possible. The work area may be hot and humid and the employee is subject to falls from slipping on wet floors, cuts associated with handling surgical instruments, and dermatitis from various cleaning agents. Unpleasant odors may be present during the processing of certain contaminated items. The work area can be noisy due to the clatter of metal upon metal when working with instrument trays, the rumbling of carts, and the operating of sterilizing equipment, ultrasonic cleaners and automatic transport systems. The Chief, SPD must carefully monitor work areas to minimize potential exposure to ethylene oxide and to ensure the proper use of Personal Protective Equipment (PPE) necessary to comply with Occupational Safety and Health Administration (OSFIA), Veterans Affairs (VA) and other local policies or regulations.

POSITION CLASSIFICATION EVALUATION STATEMENT

CURRENT TITLE/SERIES/GRADE: Supervisory General Supply Specialist, GS-2001-12
PROPOSED TITLE/SERIES/GRADE: Supervisory General Supply Specialist, GS-2001-12
FINAL TITLE/SERIES/GRADE: Supervisory General Supply Specialist, GS-2001-12

ORGANIZATIONAL LOCATION: VAMC, Sterile Processing and Decontamination, Phoenix, AZ

REFERENCES: General Schedule Supervisory Guide (GSSG), HRCD-5 June 1998, April 1998 and PC FS for General Supply Specialist

BACKGROUND: Primary duties of the incumbent is to plan, organize, direct and evaluate all SPD activities as necessary to effectively administer to SPD operational requirements.

SERIES DETERMINATION: This position includes work for nonsupervisory staff administered analytical, planning and evaluative work.

GRADE DETERMINATION: The grade evaluation guide for the General Supply Specialist Series which is in FES Format, is used to evaluate this position. Also used wa the General Schedule Supervisory Guide.

Evaluation Factors	Points	Level
1. Program Scope and Effect	550	1-3
2. Organizational Setting	100	2-1
3. Supervisory & Mgt Authority exercised	775	3-3
4A – Nature of Contacts	75	4A-3
4B- Purpose of Contacts	100	4B-3
5. Difficulty of Typical Work Directed	505	5-4
6. Other Conditions	975	6-3
Total Points	3080	
Grade Conversion (Range 2755 - 3150)		

CONCLUSION: The proper title and series is Supervisory General Supply Specialist, GS-2001-12

Sharon Reed 7/12/10

HR SPECIALIST (CLASSIFICATION) **DATE**