

Job Title	CSSD Supervisor
Division	Hospital
Location	Johannesburg Surgical Hospital
Reporting Structure	Hospital Manager

Job Summary

The CSSD Supervisor at Johannesburg Surgical Hospital is responsible for overseeing the operations of the Central Sterile Services Department (CSSD), ensuring the effective decontamination, sterilization, and distribution of medical instruments and equipment used in patient care. This position involves managing staff, implementing quality assurance measures, and adhering to regulatory standards to maintain the highest standards of infection control and patient safety.

Requirements

- Thorough knowledge of sterilization principles, infection control practices, and regulatory standards governing sterile processing operations in healthcare settings.
- Strong leadership skills, team-building abilities, and conflict resolution capabilities, with a commitment to fostering a culture of safety, quality, and professionalism among CSSD staff.
- Excellent communication, organizational, and problem-solving skills, with the ability to collaborate effectively with multidisciplinary teams, clinical departments, and external vendors.
- Proficiency in using sterile processing equipment, sterilization technology, and computerized tracking systems for inventory management and documentation purposes.

Qualifications

- Qualified Registered Nurse or Enrolled Nurse affiliated with SANC
- Certified Sterile Processing and Distribution Technician (CSPDT) or Certified Registered Central Service Technician (CRCST) credential required; additional certification as a Certified Sterile Processing Manager (CSPM) preferred.

Experience

- Minimum of 3-5 years of experience in sterile processing, central sterile supply, or healthcare sterilization services, with at least 3-5 years in a supervisory or leadership role.

Responsibilities

- **Departmental Management:**
 - Supervise and coordinate the daily activities of CSSD staff, including technicians, assistants, and support personnel, to ensure efficient workflow and optimal productivity.
 - Assign tasks, prioritize workload, and monitor performance to meet departmental goals, quality standards, and turnaround time requirements for instrument processing.
 - Develop and implement staffing schedules, training programs, and performance evaluations for CSSD personnel, fostering a culture of teamwork, accountability, and continuous improvement.
 - Coordinate the delivery and processing of loan sets for optimal functioning of the operating theatre complex.
- **Sterilization Processes and Quality Control:**
 - Oversee the decontamination, disinfection, and sterilization of reusable medical devices and instruments using appropriate cleaning, packaging, and sterilization techniques in compliance with regulatory standards and manufacturer guidelines.

- Monitor sterilization equipment, such as autoclaves, washer-disinfectors, and ultrasonic cleaners, to ensure proper functioning, calibration, and maintenance, coordinating repairs or servicing as needed.
- Conduct routine quality assurance checks, biological monitoring, and sterilization cycle audits to verify the effectiveness of sterilization processes and ensure microbiological safety.
- **Inventory Management and Supply Chain:**
 - Manage inventory levels of sterile supplies, instrument sets, and surgical packs, coordinating with procurement and supply chain management to ensure adequate stock levels, storage conditions, and supply chain integrity.
 - Implement inventory control measures, such as barcode scanning, lot tracking, and expiration date monitoring, to minimize waste, prevent stockouts, and optimize inventory turnover rates.
 - Instrument set lists to be updated.
 - Collaborate with clinical departments, operating rooms, and procedural areas to forecast demand, streamline supply replenishment processes, and support surgical scheduling needs.
- **Compliance and Regulatory Standards:**
 - Ensure compliance with regulatory requirements, accreditation standards, and best practices in sterilization and infection prevention, including guidelines from organizations such as AAMI, and CDC.
 - Maintain accurate documentation, records, and logs of sterilization processes, equipment maintenance, and quality assurance activities, facilitating audits, inspections, and regulatory surveys.
 - Participate in quality improvement initiatives, root cause analyses, and corrective action plans to address non-conformities, incidents, or deviations in sterilization practices.
- **Staff Training and Education:**
 - Provide ongoing training, competency assessments, and professional development opportunities for CSSD staff, covering topics such as infection control principles, sterilization techniques, and instrument handling protocols.
 - Stay abreast of advancements in sterile processing technology, industry trends, and regulatory updates, incorporating new knowledge and best practices into staff training programs and departmental procedures.
 - Serve as a resource and subject matter expert on sterile processing practices, infection control guidelines, and regulatory compliance requirements for hospital staff, clinicians, and external stakeholders.

Company needs

- This position operates primarily within the Central Sterile Services Department (CSSD) of the hospital, with exposure to sterilization equipment, chemical agents, and biological hazards.
- Work hours may include rotating shifts, weekends, and holidays, based on departmental needs and surgical schedule demands.
- Adherence to safety protocols, infection control measures, and regulatory standards for sterile processing and decontamination practices is essential in this role.

Johannesburg Surgical Hospital Hospital is an equal opportunity employer.

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to chiara.els@jsh.co.za

CLOSING DATE FOR ALL APPLICATIONS: 9 April 2024

Please Note:

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.