



Queensway Carleton  
Hospital

## **SUPERVISOR, Hospital Services – Supply, Processing and Distribution (SPD)**

Full-Time

Shifts will include days/evenings/weekends/on-call

If you are looking to join a team of health care professionals and offer essential support to members of staff who play a vital role in providing the highest quality of care, you should join Queensway Carleton Hospital. Reporting to the Manager – SPD, you will supervise, monitor and support staff in their compliance with practice standards, work routines and departmental policies and procedures to ensure timely and efficient customer service from the following areas:

- Main stores, Shipping & Receiving
- Inventory Control
- Dispatch
- Patient Transport (Portering)
- Central Services (Decontamination, Assembly, Sterilization, Storage and Distribution)
- Linen Distribution and Collection

As the ideal candidate, you will also be responsible for:

- Preparing staffing schedules in accordance with departmental requirements and terms of the Collective Agreement
- Assisting with the recruitment, interviewing, selection, training, orientation, evaluation and discipline of staff in accordance with Hospital policies and the Collective Agreement
- Assisting with the development and review of departmental practices and work routines
- Developing, problem-solving and implementing strategies and evaluating outcomes in support of the departmental Quality Assurance initiatives
- Ensuring that a clean, orderly and safe working environment is maintained
- Assuming the duties of the manager in her absence under the guidance of the Director, Hospital Services
- Demonstrating QCH Values of Respect, Accountability and Innovation

### **Essential Requirements:**

- Grade 12 education
- Central Services Techniques course from an accredited college or from the Central Services Association of Ontario (CSAO)
- Active member of the Central Services Association of Ontario
- Knowledge of CSA International Standards, Infection Control guidelines, WHMIS & Occupational Health & Safety Act
- Working knowledge of the CUPE Collective Agreement
- Sound working knowledge of Microsoft Windows, Excel, Word and Outlook
- Good English skills
- Proven ability to create a strong team setting
- Demonstrated commitment and responsibility to all aspects of the job
- Ability to independently assess, prioritize and adjust routines in accordance with the unit

activities / demands

- Excellent attendance and punctuality required
- Must be available for rotation and on-call
- Experience in a Hospital Materials Management department (Stores, Shipping & Receiving) is preferred
- Certificate / Diploma in Materials Management is preferred
- Working knowledge of Materials Management Software, i.e. Meditech is preferred

Don't wait to apply for this exceptional opportunity at Queensway Carleton Hospital. It's time to choose a career at a Hospital whose Workplace Culture Survey results show that staff and physicians are proud to work in a safe, respectful and positive learning environment that ensures the highest level of patient care.

**If you have what we are looking for, please forward your résumé to [careers@qch.on.ca](mailto:careers@qch.on.ca) quoting reference # SPDSS-01132 in the subject line. Applications will be accepted until July 7<sup>th</sup>, 2009.**

*We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.*

For more information, visit our website.

[www.qch.on.ca](http://www.qch.on.ca)