If you are interested in the **Director of Sterile Processing** position with **Massachusetts General Hospital**, please visit [www.mghcareers.org](http://www.mghcareers.org) and apply for **job ID: 3016768**

**About Massachusetts General Hospital:**

Celebrating the 200th anniversary of its founding in 1811, MGH is the oldest and largest teaching hospital of Harvard Medical School. Offering sophisticated diagnostic and therapeutic care in virtually every specialty and subspecialty of medicine and surgery, the 907-bed medical center each year admits approximately 47,650 inpatients and handles nearly 1.4 million visits to its extensive outpatient programs, including more than 88,000 emergency visits. The surgical staff performs approximately 38,000 operations annually, and the MGH Vincent Obstetrics Service delivers more than 3,500 babies a year. The largest non-government employer in the City of Boston, MGH has nearly 22,500 employees, including more than 3,700 registered nurses. MGH and Brigham and Women's Hospital (BWH) are founding members of Partners HealthCare System, a Boston-based integrated healthcare delivery system, and MGH is consistently ranked among the nation’s top hospitals by US News and World Report. MGH is nationally recognized for its contribution to the healthcare industry and its tradition of providing excellent patient care. The MGH reflects this quality in its operation.

Mass General is seeking a dynamic, experienced, strategic-thinking Director of Sterile Processing to lead its dedicated and talented Sterile Processing team. The Director will be an integral part of the Perioperative leadership team with oversight of the MGH main campus and MGH off-site locations. With access to the most advanced technologies, the Director will also be charged with continuing to develop an already robust infrastructure.

**General Overview:**

Under general direction of the Executive Medical Director for Perioperative Services, this position is responsible for developing policies, systems and procedures for the fiscal control, planning, organizing, directing and supervision of all activities and staff related to the decontamination, reprocessing and sterilization of inventoried items including but not limited to surgical instrumentation, linen and other equipment. The candidate will be responsible for the ongoing development of the Central Sterile Processing Department. Drawing on an understanding of departmental practices and procedures and their interface with the operating rooms and broader hospital needs, the incumbent will provide upper management with specific recommendations as to the equipping and staffing models associated with the new SPD department housed in the new Lunder building.

**Principal Duties and Responsibilities:**

- Works closely with senior leadership in the development of operation standards, policies, and procedures.
- Reviews feedback from customers (i.e. Main OR, clinics, other departments), compiles, and analyzes support data and implements procedural changes as appropriate.
- Acts as the liaison to all other MGH hospital units and offsite SPD areas regarding security, safety, project management, finance, information resources, research, etc.
- Attends and participates in hospital committee meetings as appropriate (i.e. Infection Control Committee and Safety Committee).
- Develop, recommend and implement policies and procedures to comply with requirements of regulatory agencies such as JCAHO and The Massachusetts Department of Public Health in regards to separation of clean and contaminated equipment; packaging, dating and sterilizing supplies and equipment; stock rotation and assembly.
- Establish and monitor departmental productivity standards in accordance with accepted industry measurements.
- Prepare and monitor fiscal year departmental budgets for non salary expenses, salary and wage expenses and capital equipment.
- Perform cost analyses as required to determine the cost effectiveness of departmental activities.
Interview, hire, train and orient, schedule and provides corrective action to supervisors and group leaders.
Reviews and approves time off requests, completes payroll, monitors attendance and tardiness, interprets hospital policies and ensures adequate coverage for all areas of responsibility.
Directly supervises, mentors, and develops all SPD managers
Creates user support teams, develops and conducts user training at multiple levels.
Responds to and resolves customer service complaints.
Develops and monitors standards for quality and quantity of work performed.
Directly assures that instrument tracking system is used consistently and provides monthly reports and scorecard to senior departmental leadership as well as to the senior leadership of the hospital.
Actively works with departmental information systems, SPD staff, and nursing staff to continue refinement of the case-cart system servicing all operating rooms.
Works with departmental IS staff to implement and enhance information technologies to improve the efficiency of the department and management of the instrumentation.
Identify own areas for development and actively seeks opportunities to strengthen and expand skills and abilities.
Partnered with IMS, develop and implement an instrument inventory and maintenance program
Develop, implement, and maintain an educational program for initial and ongoing certification of all SPD staff

Qualifications:

- Management experience in a healthcare setting required.
- Minimum of 5 years experience in a SPD managerial role preferred.
- Masters degree in related field preferred.
- CST Certification preferred

Skills/Abilities/Competencies:

- Excellent interpersonal and communications skills to effectively work with clinicians and support staff.
- Strong understanding of Microsoft Office applications and personal computers
- Exemplary analytical and problem solving abilities
- Analytical abilities necessary to organize, supervise, and evaluate the work of others
- Ability to manage frequent stress due to critical issues, changing organizational climate, and personnel issues

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.