



## **JOB DESCRIPTION**

**POSITION:** Sterile Processing Technician

**DEPARTMENT:** Clinical – Operating Room

### **SUMMARY:**

Processes all non-disposable sterile instrumentation and trays. Issues, delivers and maintains all patient use equipment. Supports surgery with supplies and case cart system. Participates in inpatient and outpatient care teams as required for maintaining quality of patient care.

### **I. POSITION DUTIES**

1. Obtains and records information accurately
2. Identifies, cleans, sorts, wraps and properly sterilizes all instrumentation and instrument trays used in hospital
3. Responds to requests with appropriate quickness without disregard to sterile integrity
4. Pulls add-on and STAT Surgery cases with the case cart system.
5. Responds to Code Blue calls with necessary patient equipment
6. Locates surgery supplies/instruments located in SPD and deliver upon demand
7. Documents and interprets all autoclave records. Knowledge of expected results within established limits
8. Properly uses, handles and disposes of hazardous materials used in area and associated good safety practices
9. Practices strict infection control habits. Knowledge of proper handling of Sterile Supplies
10. Develops understanding of new Inst./Equip., location, use, method of cleaning, wrap and sterilization.
11. Promotes positive work environment and participates in the team process
12. Receives outside instrumentation from other care providers and assumes responsibility for documentation and processing
13. Maintains confidentiality in all words and actions within the Sterile Processing Department
14. Identifies and replaces worn or broken instruments and tag with instructions for repair
15. Ability to use computer for information. Doctor preference cards and e-mail
16. Develops a full understanding of all operation policies and procedures associated with sterility and reduction of patient/worker risk
17. Follows the instructions for use (IFU) for the cleaning and sterilization of all instrumentation
18. Maintains competency in all position responsibilities

### **II. REPORTING RELATIONSHIPS**

1. Immediate Supervisor: Administrator/Nurse Manager
2. Positions to be supervised: None



**III. CONTACT WITH OTHERS**

1. Internal: Staff in clinical operations, business office and contract personnel.
2. External: Physicians, Allied Health Professionals, patients, Physicians' office staff, representatives of medical industry, and professional peers.

**IV. POSITION CHARACTERISTICS**

It is necessary to perform some overtime beyond regularly scheduled work hours. Additionally, some on-call duty may be required. Because of the nature of procedures in the O.R. and patient care issues, this job can be stressful and hectic.

**V. POSITION REQUIREMENTS**

Physical and mental - walking, standing, pushing, pulling, required to move equipment, instrument trays, and patients. Potential exists for exposure to blood and body fluids as well as other hazardous materials. Personal protective equipment should be utilized as needed. Must have a thorough knowledge of general operating room technique, possess strong organizational skills and flexibility, present good communication skills, have the ability to assess priorities, present a professional image, and be able to handle periods of stress.

**VI. POSITION SPECIFICATIONS**

Experience as Central Supply Tech required. Excellent written and verbal communication skills and willingness to work varied hours. Medical terminology; and working knowledge of sterilization techniques and instrument care. Ability to understand and operate efficiently all machines and equipment used and maintained in the Sterile Processing Department. Possess excellent hand/eye coordination. Ability to work under daily stress and constant time demands; ability to prioritize job tasks based on patient need; ability to work independently and exercise good judgment; ability to work in a confined area and within a controlled traffic pattern.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**I have read the job description and understand the functions of the position at this facility.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date