

JOB DESCRIPTION

Job Title: Central Sterile Processing Technician

Olympia Orthopaedic Associates is looking for an experienced Central Sterilization Technician to work in its surgery center. The successful candidate will have experience operating autoclaves, washer-decontaminators, Steris machines, Sterrad, ultrasonic cleaners and sealers along with experience with inventory/stock procedures.

Major responsibilities:

1. Decontaminates and sterilizes instruments, medical supplies and equipment, and assembles wraps and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas.
2. Ensures all loaner instruments/sets are properly identified and cared for and ensures all loaner instruments/sets are returned to the proper institution/vendor in clean and/or sterile condition.
3. Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
4. Sorts mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.
5. Restocks, labels, and maintains inventory, submits requisitions, collects and distributes instruments, trays, crash carts, and facility medical equipment.
6. Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
7. Performs semi-annual physical inventories on instrumentation and immediately removes any damaged instrumentation from service and communicates such with appropriate individuals.
8. Maintains all autoclave, washer-decontaminator, Sterrad and Steris load documentation.
9. Participates in timely delivery of instrument/supplies for in-progress cases by being alert to the needs of the operating room and being responsive to those needs.
10. May assist in transport of instruments from the operating room to decontamination in a timely manner to assure all instruments are cleaned and sterilized before they are needed.
11. May assist in the turn-over of Operating Rooms as needed.
12. Verifies that equipment functions properly, requisitions for equipment maintenance, repair, or replacement, and removes defective equipment.
13. Maintains a clean work area.
14. Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.
15. Communicates appropriately using good interpersonal skills.
16. Demonstrates complete understanding of established emergency procedures for the center.
17. Compliance with HIPAA and OSHA Standards.

Education and Competency Requirements: High School Diploma or GED. Six months to one year of environmental services experience in a hospital setting preferred.

Performance Requirements:

Knowledge:

1. Demonstrates the knowledge of individual instruments and sets used in the ASC
2. Working knowledge of all phases of instrument decontaminations and sterilization/central processing to include but not limited to theory, practice, standards.

3. Knowledge of surgery preference cards and the ability to pick surgical cases from them.
4. Knowledge of organizational policies, procedures, and systems.

Skills:

1. Cooperative work attitude toward co-employees, management, patients, visitors, and physicians.
2. Able to make decisions and solve problems in a timely manner.
3. Accuracy
4. Attention to detail
5. Little supervision needed to accomplish tasks
6. Organizational skills
7. Efficiency

Abilities:

1. Ability to work well with physicians, employees, patients, and others.
2. Ability to handle, properly clean and care for all instrumentation/scoops used in the ASC
3. Ability to lift/push/pull greater than 100 pounds.
4. Ability to occasionally make judgments on/respond to disasters/emergencies, actual events, or drills.

Equipment Operated: Standard sterilization equipment and office equipment including computer hardware and software.

Work Environment: Well-lit and ventilated. Worker may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases.

Mental/Physical Requirements: Ability to sit/stand for prolonged periods, frequently walking and reaching (overhead, extensive, repetitive). Proficient communicative, auditory, and visual skills are needed. Attention to detail and ability to write legibly.

I have read the Central Sterilization Technician Job Description and understand the functions of the position.

Employee's Signature: _____ **Date:** _____