

Code: 4353

Title: STERILE PROCESSING TECHNICIAN

SUMMARY: Decontaminates, sterilizes, and wraps surgical instruments and trays for use throughout the hospital in support of the materials management program.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receives, decontaminates, assembles, and wraps surgical instruments and trays for sterilization;
Determines appropriate sterilization technique and prepares instruments and trays based on established policies and procedures;
Ensures sterilization packages and tray wraps contain appropriate instruments and indicators before sterilization;
Performs appropriate sterilization processes in accordance with departmental and hospital policies and procedures;
Loads and unloads steam and ethylene oxide (ETO) sterilizers with prepared instruments, trays and indicators in accordance with departmental and hospital policies and procedures;
Ensures that instruments and equipment are clean, lubricated and in good working order prior to sterilization;
Assembles Operating Room case carts with specially requested items and delivers to Operating Room Suite;
Accounts for items received and distributed from sterile processing on a daily basis;
Records items sterilized, processing indicators, and expiration dates in a log;
Conducts daily and annual inventories of sterile processing supplies;
Delivers biological indicators to the laboratory for analysis of sterilization effectiveness after sterilization and maintains files of results;
Insures all department and hospital infection control policies and procedures are complied with;
Utilizes a computer database in support of the inventory control system;
May operate transportation equipment during the performance of duties.

KNOWLEDGE & SKILLS:

Knowledge of:

- . principles, practices and methods of sterilization;
- . decontamination equipment, techniques and procedures;
- . sterile processing equipment, techniques and procedures;
- . infection control procedures;
- . surgical instruments and equipment;
- . medical supply management;
- . applications of automated information systems;
- . hazardous material handling and communication standards.

Skill in:

- . selecting decontaminating and sterilization methods;
- . operating decontamination and sterilization equipment;
- . determining the proper working order of medical instruments;
- . handling hazardous waste, chemicals and fragile equipment and supplies;
- . storing sterilized medical equipment and supplies;
- . establishing and maintaining effective working relationships with hospital staff and employees;
- . entering information into and retrieving information from a computer database;
- . communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A high school diploma or educational equivalent and one year of experience in decontamination and sterilization OR receipt and distribution of medical supplies, materials or equipment.

OR:

(2) Current certification as a technician by the National Institute for the Certification of Healthcare Sterile Processing Distribution Personnel (NICHSPDP).

OR:

(3) Six months of experience with Pima County as a Supply, Processing and Distribution Technician II OR Senior Supply Processing and Distribution Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Class D Arizona driver's license at the time of appointment.

Certification as a Certified Sterile Processing and Distribution Technician by the NICHSPDP is required within the first year of employment.

Physical/Sensory Requirements: The ability to lift, push, pull and carry 50 pounds; stoop and bend; wear Personal Protective Equipment (PPE); and independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions within this classification may require any or all of the following: working with or in the presence of obnoxious odors; working with noxious or potentially hazardous chemicals, compounds or products.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.