

PART I	HAWAII HEALTH SYSTEMS CORPORATION	6.780
	STATE OF HAWAII	6.781
		6.782
		6.784
	Class Specifications for the Classes:	6.785

CENTRAL SUPPLY AIDE & TECHNICIAN SERIES
SR-06; SR-08; SR-10; SR-12; SR-14
BU:03; BU:04

Series Definition:

This series includes positions which involve work in processing and issuing sterile medical/surgical equipment, supplies and instruments for use by physicians, nurses and others in the care and treatment of patients. The performance of such work demands as a paramount requirement, a practical knowledge of aseptic and sterilization techniques and technical nomenclature of specialized medical supply items.

Central supply work is concerned with the cleaning, sterilizing, assembly and issuing of items which must be available in a sterile condition. Positions are typically located in the central supply facility of a hospital and their inclusion in this series is based on their concern with reusable sterile medical and surgical supply items which include a variety of specialized equipment, instruments, glassware, gloves, needles, trays and sets. Trays and sets are prepared from such items and consist of specified items arranged in a definite order. In addition, positions in this series typically store and issue pre-packaged, disposable, sterile medical/surgical items.

Positions in this series are characterized by the following major activities:

1. Processing (disassembly, cleaning and reassembly of used equipment and instruments, and the cleaning, including sterilizing, of items which cannot be autoclaved).
2. Sterilizing and/or autoclaving.
3. Assembly of various trays and sets.
4. The issuance of sterile supply items.
5. Related clerical stock control and storage work.

Excluded from this series are positions which require specific training and licensure in other occupations because duties outside the scope of this series are a part of the regular assignment of the positions.

Levels in this series are distinguished primarily by the complexity of the tasks assigned including the ingenuity and the knowledge of nomenclature and assembly procedures required, and responsibility for operation of a central supply function and supervisory responsibilities. Only a single typical assignment is described at each level. Positions which deviate significantly from the typical assignment in terms of one or more of the factors cited above shall be allocated to the class which most appropriately reflects the level of work assigned.

CENTRAL SUPPLY AIDE I

6.780

Duties Summary:

Performs simple and repetitive work in the central supply room of a hospital; may receive training in more complex tasks; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level class in the series and is distinguished on the basis of the performance of manual routines with very little variability, the operation of sterilizing equipment and the performance of simple and repetitive central supply and related tasks.

The work performed typically involves a short cycle of various tasks. Assigned tasks are performed in accordance with established sequence and method. The work is initially performed under close supervision although simple and regularly recurring assignments may be performed independently once training has been completed. A position in this class is typically supervised by a higher level central supply position.

The work may include other higher level tasks performed under close supervision for training purposes.

Examples of Duties:

Cleans used non-disposable supplies and equipment; sorts various items into predetermined groups by observation of physical similarities such as shape or size or other identifying data; arranges a few trays and sets used most frequently in the facility; wraps sets of instruments after they have been sorted and arranged by others; packages non-disposable gloves; operates autoclave and other sterilizing equipment under close supervision; stamps dates on packages after sterilization; assists in storing and issuing disposable supplies maintained in the central supply room; may wrap

packages; may address envelopes and packages and weigh for postage; unwraps and/or unpacks various types of articles; affixes tags, labels or other identifying information; delivers, distributes, and collects various items on foot or using a hand truck or other motorless conveyance; participates in inventory and other record keeping activities by counting various items, performing simple computations and reading aloud items, names, numbers or other data; may perform simple or repetitive typing in posting to forms, labels, inventory records, etc.

Knowledges and Abilities Required:

Knowledge of: Simple arithmetic involving addition and multiplication of whole numbers.

Ability to: Read and understand simple instructions and other similar information; understand and follow instructions; convey simple information orally and in writing; learn and perform simple manual and related clerical work tasks; match names and numbers accurately; learn to operate various central supply equipment; learn the nomenclature of common central supply equipment and supplies and learn to recognize such items; learn the items used in a few, frequently used trays and sets; work with accuracy.

CENTRAL SUPPLY AIDE II

6.781

Duties Summary:

Sterilizes a variety of medical/surgical instruments and other items; assembles trays and sets; and performs other duties as required.

Distinguishing Characteristics:

Positions at this level apply a relatively limited range of instructions to the performance of central supply work as well as knowledge of hospital routines and nomenclature of common instruments, equipment and supplies. Positions at this level are expected to apply common central supply procedures, process a variety of items and sterilize a variety of instruments or other items. The work is performed in accordance with common central supply procedures and a position in this class is expected to carry out procedures precisely, under general supervision. The work is typically performed under the supervision of a higher level central supply position.

Examples of Duties:

Assembles trays and sets according to specified procedures where the set and the items are limited to those in common usage and/or the scope of central supply operations; sorts items; loads and operates the autoclave or other sterilizing equipment, determining proper time and positioning and following specific guidelines as to such factors as size, type of package and items being processed, etc.; disassembles, cleans and reassembles dirty or used equipment and instruments; cleans and sterilizes equipment and supplies which cannot be autoclaved utilizing proper procedural methods; examines items visually for damage, deterioration or imperfection and makes simple practical tests of the condition of items; operates related machines during processing operations (e.g., centrifuge, glove conditioner, needle sharpener, ultrasonic washer); labels items as to name, size and other specified information; issues supplies to users based on requisitions and/or specified supply quotas for various units.

Knowledges and Abilities Required:

Knowledge of: Procedures for the assembly of a variety of trays and sets; the nomenclature and physical characteristics of a variety of common central supply items; the utilization of sterilizing equipment including selection of the proper method of sterilization, loading an autoclave, determining proper time and position; procedures for the processing and cleaning of a variety of common equipment, instruments and reusable supplies.

Ability to: Set up trays and sets; and follow detailed instructions and procedures with accuracy.

*Limitations may be the result of management's assignment to the position of only a portion of the tasks performed in the central supply unit of a hospital with a large, active, critical supply unit or may be the result of the lesser scope of activities found in the central supply unit of a hospital which does not provide the range of services found in a large acute care hospital.

CENTRAL SUPPLY AIDE III

6.782

Duties Summary:

Performs the full range of central supply work in a large acute care hospital; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the performance of the full range of central supply work which requires a thorough knowledge of the specialized routines and procedures of a large sterile supply operation. The work is performed under general supervision in accordance with established procedures, although positions at this level are expected to be sufficiently knowledgeable to substitute items in the event of shortages. The work involves the assembly of trays and sets for the full range of surgical procedures, as found in a large acute care hospital, and involves informing nurses, physicians and others as to supplies and equipment available in response to requests for suggestions for specific situations. Positions carry out required tasks on the basis of general instructions, standing assignments and/or apparent need. The work is performed under the general supervision of a higher level central supply position although positions at this level may be required to staff the central supply function independently for substantial periods of time at night or on weekends.

Examples of Duties:

Selects items needed for trays and sets and places items on trays in accordance with established guides; substitutes similar items on trays when necessary, based on knowledge of the use of each of the various items; sterilizes equipment, trays and other items; processes the full range of equipment, instruments and reusable supplies; receives special orders from operating units and takes necessary action to fulfill such requests; may oversee the work of a few lower-level central supply aides; may conduct tests of sterilizing equipment.

Knowledges and Abilities Required:

Knowledge of: A thorough knowledge of the nomenclature, physical characteristics and uses of the full range of equipment and supplies used in a large acute care hospital; a thorough knowledge of sterilizing and processing procedures and the procedures for the assembly of the full range of trays and sets.

Ability to: Perform the full range of work of a central supply function; substitute items as necessary; work independently, and work effectively with others.

CENTRAL SUPPLY TECHNICIAN I

6.784

Duties Summary:

Maintains the central supply unit of a hospital involving sterilization, processing, storage, assembly and issuance of medical supplies; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by its responsibility for the central supply function of a hospital where the central supply unit is relatively small. A position in this class has full technical responsibility for the operation of the unit including establishing and maintaining supply levels, establishing and ensuring adherence to appropriate procedure for the receipt of supplies and equipment, their assembly into trays and sets, their sterilization and processing, storage, rotation, resterilization and issuance. In addition, positions in this class prepare periodic reports on workload and other matters; draft supplementary working procedures, as required, to implement or augment official policies and procedures of the unit; prepare and provide cost and utilization information to facilitate budget preparation, including pointing out trends; participate in evaluations and cost benefit studies of new, alternative and replacement supplies and equipment; provide standard in-service training to licensed and unlicensed personnel; and maintain ongoing relations with user units.

A position in this class normally works under the general supervision of a nursing administrator and also receives guidance from the business office and others. Responsibility for the preparation of official policy and procedure manuals for the unit, the preparation of the budget, making decisions on new and alternative products and resolving any major difficulties with user units are the responsibility of the supervisor and/or others. However, day-to-day operations are not normally subject to technical review or supervision.

A position in this class may supervise one or two central supply aides.

Examples of Duties:

Formulates and maintains supplementary written procedures for the receipt, cleaning, decontamination, wrapping, sterilization, storage and issuance of supplies; meets with vendor representatives to obtain information on supplies, comparative costs; recommends and arranges for testing of samples and/or new supplies by nursing units; establishes and maintains an inventory system; takes inventory and prepares periodic reports of supplies and equipment purchased, stocked, dispensed, damaged and lost;

determines supply levels based on historical utilization data and other information; prepares and submits requisitions for supplies, equipment, repair and servicing of equipment in accordance with budgeted amounts, established supply levels and needs of user units; assembles trays and sets, making substitutions when necessary; sterilizes equipment, trays and other items; processes equipment, instruments, reusable supplies; may supervise the work of a few central supply aides.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at the next lower level:

Knowledge of: Sufficient knowledge of a central supply function to prepare estimates of need including new and replacement equipment and supplies; inventory methods and procedures.

Ability to: Participate in basic evaluations and cost benefit studies of supplies and equipment; develop and maintain supplementary procedures; plan and carry out the ordering, receipt, storage, processing and issuance activities of a central supply unit; maintain relations with manufacturers' and vendors' representatives and user units; supervise the work of a few central supply aides; and prepare narrative and statistical reports.

CENTRAL SUPPLY TECHNICIAN II

6.785

Duties Summary:

Supervises the maintenance of the central supply unit of a hospital involving sterilization, processing, storage, assembly and issuance of sterile medical supplies; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by its responsibility for the central supply function of a hospital where the central supply unit is large. A position in this class has full technical responsibility for the operation of the unit including supervising a group of central supply aides, including several at the fully proficient level, establishing and maintaining supply levels, establishing and ensuring adherence to appropriate procedures for the receipt of supplies and equipment, their assembly into trays and sets, their sterilization and processing, storage, rotation, resterilization issuance. In addition, positions in this class prepare periodic reports on workload and other matters, draft supplementary working

procedures, as required, to implement official policies and procedures of the unit, provide cost and utilization information to facilitate budget preparation, pointing out trends; participate in evaluations, and cost benefit studies of new, alternative and replacement supplies and equipment; provide standard in-service training to licensed and unlicensed personnel, and maintain ongoing relations with user units.

A position in this class normally works under the general supervision of a nursing administrator and also receives guidance from the business office and others. Responsibility for the preparation of official policy and procedure manuals for the unit, the preparation of the budget, making decisions on new and alternative products and resolving any major difficulties with user units are the responsibility of the supervisor and/or others. However, day-to-day operations are not normally subject to technical review or supervision.

Examples of Duties:

Formulates and maintains supplementary written procedures for the receipt, cleaning, decontamination, wrapping, sterilization, storage and issuance of supplies; meets with vendor representatives to obtain information on supplies, comparative costs; recommends and arranges for testing of samples and/or new supplies by nursing units; establishes and maintains an inventory system; supervises the taking of inventory and prepares periodic reports of supplies and equipment purchased, stocked, dispensed, damaged and lost; determines supply levels based on historical utilization data and other information; prepares and submits requisitions for supplies, equipment, repair and servicing of equipment in accordance with budgeted amounts, established supply levels and needs of user units; supervises the assembly of trays and sets, the sterilization of equipment, trays and other items, and the processing of equipment, instruments, and reusable supplies; plans, assigns and reviews the work of central supply aides, prepares work schedules, trains subordinates and recommends personnel actions.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at the next lower level:

Knowledge of: Principles and practices of supervision, sufficient knowledge of a central supply function to train and supervise others in technical central supply functions.

Ability to: Plan, organize, schedule, train, oversee and evaluate the work of a unit staffed by several central supply aides.

This is an amendment to the class specifications for the CENTRAL SUPPLY AIDE/TECHNICIAN Series, to change the title from Aid to Aide, effective July 1, 2008.

This is the first specification for the new CENTRAL SUPPLY AIDE/TECHNICIAN Series.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

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