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| PART II | HAWAII HEALTH SYSTEMS CORPORATION                        | 6.780 |
|         | STATE OF HAWAII  | 6.781 |
|         |  | 6.782 |
|         |  | 6.784 |
|         | Minimum Qualification Specifications<br>for the Classes: | 6.785 |

CENTRAL SUPPLY AIDE I, II, III  
CENTRAL SUPPLY TECHNICIAN I, II

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described and in the amount indicated in the following paragraphs.

Central Supply Aide I - Six (6) months of work experience which demonstrated knowledge of and the ability to perform simple arithmetic involving the addition and multiplication of whole numbers, the ability to read, understand and follow simple instructions and match names and numbers accurately.

Substitutions: Satisfactory completion of high school courses in mathematics and English or possession of a General Education Development (GED) certificate may be substituted for the required work experience.

Central Supply Aide II - One (1) year of work experience which demonstrated a basic knowledge of the nomenclature and physical characteristics of common medical supply items including instruments, equipment and supplies; a basic knowledge of and the ability to apply typical central supply procedures for cleaning, sterilizing, storing and issuing items; the ability to follow established procedures and instructions in assembling trays and sets in common usage and the ability to operate sterilizing equipment.

Substitutions:

1. Successful completion of practical nurse curriculum from an accredited school may be substituted for all of the required experience.
2. Successful completion of a professional nurse curriculum from an accredited school may be substituted for all of the required experience.
3. Successful completion of courses of at least nine (9) months in duration in operating room technician or surgical technician work may be substituted for all of the required experience.

4. Successful completion of a formal medical aide (sterile supplies) training course of at least six (6) months duration in private or governmental hospitals or clinics or in schools may be substituted for all of the required experience.
5. Successful participation in a formal medical aide (sterile supplies) training courses in private or governmental hospitals or clinics or in schools may be substituted for the required experience on a month-for-month basis.
6. Successful completion of dental assistant courses approved by the American Dental Association Council on Dental Education or other dental assistant courses may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months.
7. Work experience in a laboratory which demonstrated knowledge of and ability to operate sterilizing equipment as described above and to follow detailed instructions explicitly may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months, provided it was supplemented by other training or experience which demonstrated a knowledge of the nomenclature and physical characteristics of common medical supply items as described above.
8. Work experience which demonstrated knowledge of the nomenclature and physical appearance of medical supply items, as described above (i.e., as a purchasing/supply clerk for a medical facility; as a stock clerk for a medical supplier, etc.) may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months provided it was supplemented by other training or experience which demonstrated knowledge of and ability to operate sterilizing equipment as described above.

Central Supply Aide III - One (1) year of work experience which demonstrated a thorough knowledge of the nomenclature, physical characteristics and uses of the equipment and supplies in general use in a hospital; and which demonstrated possession of thorough knowledge of and ability to apply sterilizing procedures including selection of the proper method of sterilizing equipment and supplies, loading of an autoclave and determining proper time and position independently, procedures for the assembling of trays and sets, and the ability to fill requisitions with specified items.

Substitutions:

1. Successful completion of practical nurse curriculum from an accredited school may be substituted for six (6) months of the required experience.
2. Successful completion of a professional nurse curriculum from an accredited school may be substituted for six (6) months of the required experience.
3. Successful completion of courses of at least nine (9) months in duration in operating room technician or surgical technician work may be substituted for nine (9) months of the required experience.
4. Successful completion of a formal medical aide (sterile supplies) training course consisting of at least six (6) months of planned instruction, in private or governmental hospitals or clinics or in schools may be substituted for all of the required experience.
5. Successful participation in formal medical aide (sterile supplies) training courses in private or governmental hospitals or clinics or in schools may be substituted for the required experience on a month-for-month basis.
6. Successful completion of dental assistant courses approved by the American Dental Association Council on Dental Education or other dental assistant courses may be substituted for the required experience on a month-for-month basis up to a maximum of six (6) months of the required experience.
7. Work experience in a laboratory which demonstrated knowledge of and ability to operate sterilizing equipment as described above and to follow detailed instructions explicitly may be substituted for the required experience on a month-for-month basis up to a maximum of three (3) months, provided it was supplemented by other training or experience which demonstrated a thorough knowledge of the nomenclature and physical characteristics of common medical supply items as described above.
8. Work experience which demonstrated knowledge of the nomenclature and physical appearance of medical supply items, as described above (e.g., as a purchasing/supply clerk for a medical facility; as a stock clerk for a medical supplier, etc.) may be substituted for the required experience on a month-for-month basis up to a maximum of three (3) months, provided it was supplemented by other training or experience which demonstrated

thorough knowledge of and ability to operate sterilizing equipment as described above.

Central Supply Technician I - One (1) year of work experience which involved the full range of central supply work in the central supply unit of a small and/or intermediate level care hospital and which demonstrated thorough knowledge of: the procedures used in the assembly of a variety of trays and sets; the nomenclature, physical characteristics and general use of central supply items; the utilization of sterilizing equipment including selection of the proper method of sterilization, loading an autoclave, and determining time and position; the care of such equipment; the procedures for requisitioning, receiving, storing and issuing supplies, maintaining stock levels and inventory control; and the ability to prepare uncomplicated reports, such as reports of supplies purchased, dispensed, etc.

Central Supply Technician II - One (1) year of work experience which involved responsibility for the technical functioning and day-to-day operations of a central supply unit including establishing and maintaining supply levels, establishing and ensuring adherence to appropriate procedures for the receipt, sterilization and processing, storage, rotation, and issuance of supplies and equipment, the preparation of periodic reports on workload and other matters, drafting supplementary working procedures, as required, to implement or augment official policies and procedures of the unit, preparing and providing cost and utilization information to facilitate budget preparation; participating in evaluations and cost benefit studies of new, alternative and replacement supplies and equipment and providing standard in-service training to licensed and unlicensed personnel.

Substitution: Two (2) years of work experience which involved the full range of central supply work in a large acute care hospital and demonstrated knowledge and understanding of standard operating procedures and the ability to prepare reports, may be substituted for the required experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, to do moderate lifting and carrying of articles weighing up 44 pounds, and sufficient dexterity to handle various articles for cleaning, sterilizing, packaging, or the ability to compensate satisfactorily.

Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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

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This is an amendment to the minimum qualification specifications for the classes, CENTRAL SUPPLY AIDE I, II & III and CENTRAL SUPPLY TECHNICIAN I & II, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

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This is the first minimum qualification specifications for the classes CENTRAL SUPPLY AIDE I, II & III and CENTRAL SUPPLY TECHNICIAN I & II.

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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.

DATE APPROVED: July 1, 2008

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JANICE WAKATSUKI  
VP/Director of Human Resources