HAWAII HEALTH SYSTEMS CORPORATION

Job Description — Sterile Processing Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	**Pay Grade**	**HE-02**	**Job Code**	**6.849**
Full Performance	**Pay Grade**	**HE-04**	**Job Code**	**6.850**

Function and Location

This position works in the Surgical Services Sterile Processing Unit of a hospital or clinic and provides support to the surgery crew. Is responsible for receiving, cleaning, and separating instruments used in surgical cases, assisting the Sterile Processing Technicians with various decontamination and sterilization duties, and follows safety/infection control policies and procedures. May be required to work on shifts, including evenings, weekends, and holidays.

Key Duties and Responsibilities

1. Receive and record contaminated instruments, equipment and supplies for sorting and decontamination using proper PPE (Personal Protective Equipment) and procedures per manufacture IFU (Instructions for Use) or evidence base practices.

2. Manually clean instruments and equipment of contaminants, removing debris.

3. Assists the Sterile Processing Technicians with decontaminating instruments by soaking, autoclaving or loading into the washer/disinfector.

4. Visually inspect instruments for damage, imperfection, debris, alignment of jaws and joints; sharpness or worn spots that would deem instruments unacceptable. Reassemble instruments into sets and place instruments into containers or individually wrap instruments for sterilization.

5. Assist the Sterile Processing Technicians with steam autoclave or chemically sterilize instruments according to manufacturer's recommendations, which are required immediately for another surgery.

6. Assemble or peel pack all instrument procedure trays per instrument count sheets. Receive and put sterilized instruments back into sterile instrument carts or cabinets.

7. Adhere to safety/infection control policies and procedures. Report unsafe equipment.

8. Maintains the biological control records of each load sterilized.

9. Monitors recall of hospital prepared and commercial supplies as required.

10. Maintains departmental standards of wrapping and packaging all items.

11. Maintains the department's general tasks and standing assignments.

12. Assists with conducting tests of sterilizing equipment and cultures of selected supplies.

13. Maintain a clean, well-stocked, safe environment for patients and staff. Keeps patient care and utility areas neat and clean.

14. Communicate and interact with colleagues in a positive and courteous manner.

15. Maintain the strictest confidentiality of all facility and facility-related employee information.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

A Sterile Processing Supervisor, Sterile Processing Technician Lead or designee provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: None required.

Knowledge and Abilities: Must demonstrate knowledge of the English language and the ability to read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instructions precisely; learn the name of surgical instruments; learn decontamination and sterilization procedures; learn the proper set up of instrument trays; get along well with others; and participate in the activities of the surgical team.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in a surgical setting where the primary or basic objective was to provide support to a surgery crew which involved decontamination and sterilizing instruments used in surgical cases.

Knowledge and Abilities: Must have provided knowledge of decontamination and sterilization procedures; aseptic techniques; universal precautions and safety procedures; maintenance and care of equipment; names of surgical equipment; setting up instrument trays; applicable hospital/facility/program policies and procedures; and the ability to independently decontaminate and sterilize surgical instruments and set up instrument trays; and assist and participate in the activities of the surgical team.

Substitutions Allowed:

a. Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician or equivalent may be substituted for all of the required work experience.

b. At least one year of work experience in a Central Supply Unit or similar setting which included decontaminating and sterilizing surgical instruments; setting up instrument trays; and knowledge of aseptic technique may be substituted for all of the required work experience.

Desirable Qualifications: Ability to learn quickly; be a "team player" and get along well with others; organizational skills; good memory; and be able to work under pressure and meet deadlines.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

☐ Yes ☐ No