

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

1.704

1.705

Class Specifications
for the class:

STERILE PROCESSING SUPERVISOR I & II
SR-15, SR-17; BU:04

Duties Summary:

Supervises and coordinates the sterile processing activities of a hospital or clinic; directs efficient internal sterilization, cleaning and delivery of sterilized and equipment within the facility; recommends changes in policies and procedures; serves as a role model and performs other duties as required.

Distinguishing Characteristics:

The Sterile Processing Supervisor I: is the first level supervisor who is expected to learn and perform supervisory functions. Incumbent will be assigned supervisory tasks under the direction of a higher level manager/director. As the incumbent's confidence is gained, supervision is relaxed and the incumbent will be expected to perform the duties listed below.

The Sterile Processing Supervisor II: is the full level supervisor who is expected to perform a wide range of supervisory functions where some originating and planning of work are called for, problems are often not covered by standard instructions or established procedures, and there is also frequent requirement for intense work activity. The incumbent of this position works under the general direction of an Operating Room Manager, Surgical Services Director or designee. Supervisory assistance is limited to unusual circumstances.

Examples of Duties:

Organizes, coordinates and supervises the daily activities of the sterile processing department; makes daily assignments; conducts orientation of new employees; schedules and coordinates all activities within the sterile processing department to ensure a smooth working flow; assesses work load, work patterns and work flow to assign appropriate staff; develops and implements changes to improve work performance and quality patient care; responsible for accurate, timely preparation and assembly of surgical case carts; designs, administers and oversees the surgical supply delivery system; researches new techniques for improving services; functions as an operating room liaison to work with staff in defining customer service processes; assures that all equipment and supplies necessary for the decontamination, maintenance, processing, wrapping and sterilization of instrumentation and equipment

are stocked and ready for use; understands and maintains infection control procedures; assists in preparing departmental budget; contributes to the maintenance of sterile processing inventory, outages are minimized, recommends substitutes as required; establishes continuous performance improvement plans; ensures staff maintain competencies; completes performance appraisals; and prepares reports as assigned.

Knowledge of: Principles and practices of supervision; aseptic technique and surgical instrumentation; infection control procedures; hospital policy and procedures; budget preparation and control; and report writing.

Ability to: Interpret and apply rules, regulations and policies; make decisions; develop policies and procedures; communicate effectively orally and in writing; deal tactfully with others; work independently; maintain cooperative working relationships; meet and deal effectively with the vendors and hospital staff; able to prioritize work and be able to be flexible.

This is the first class specifications for the class, STERILE PROCESSING SUPERVISOR I & II.

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