

Minimum Qualification Specifications  
For the Classes:STERILE PROCESSING SUPERVISOR I & IIEducation Requirement:

Graduation from high school or GED.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had work experience of the kind and quality described below and in the amounts indicated in the following table:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Sterile Processing Supervisor I	4	*	4
Sterile Processing Supervisor II	4	1	5

Specialized Experience: Four (4) years of work experience in a sterile processing department supporting surgical services. Such experience must have demonstrated 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. Must have thorough knowledge of medical/surgical procedure and terminology and the ability to read, write, speak, understand and communicate effectively with others in English; listen to and follow oral and written instructions precisely; and get along well with others. Must also have the ability to oversee, train and supervise other employees.

\* For Sterile Processing Supervisor I position, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory Aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory

responsibilities or aspects; by serving as a group or team leader; previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory or administrative capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Substitutions Allowed:

1. Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician or equivalent may be substituted for one (1) year of specialized experience.
2. Graduation from an accredited college or university with a bachelor's degree in a science related field (e.g. biology, human anatomy, forensic, physics, etc.) may be substituted for up to six (6) months of work experience.

Certification Required:

Certified Registered Central Service Technician (CRCST) certification by the International Association of Healthcare Central Service Materiel Management (IAHCSMM) or Certified Sterile Processing and Distribution Technician (CSPDT) certification by the Certification Board for Sterile Processing and Distribution (CBSPD) is required at time of employment.

Quality of Experience:

Possession of the required amount 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 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 knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification 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.

Physical and Medical 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, and the ability to hear the conversational voice, with or without a hearing aid, 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 that 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 Chief Human Resources Officer/Designee.

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 the first minimum qualification requirements approved for the class, STERILE PROCESSING SUPERVISOR I & II.

DATE APPROVED: May 30, 2018

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JUANITA LAUTI  
CHIEF HUMAN RESOURCES OFFICER