

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Sterile Processing Technician

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-04	Job Code	6.852
Full Performance	Pay Grade	HE-06	Job Code	6.853

Function and Location

This position works in Surgical Service Sterile Processing of a hospital or clinic and provides support to the surgery crew. As a Sterile Processing Technician, is responsible for decontamination, cleaning, processing and sterilization of supplies and equipment dispensed by the department following infection and control practices and ensures client satisfaction while also adhering to the highest quality and compliance standards. The position may be required to work on shifts, including evenings, weekends, holidays and call.

Key Duties and Responsibilities

1. Sterilize instruments, equipment, linen and supplies using various types of autoclaves. Load autoclaves in prescribed manner and set controls to specified time and temperature according to the type of items being sterilized.
2. Complete appropriate documentation records prior to sterilization and after sterilization are completed.
3. Assemble all instrument procedure trays, packs, supply carts following prescribed manner using protocol content list as a guide, mark items with identifying data and distribute or store in designated areas.
4. Assure that the standard of operation of the department comply with the standards set by regulatory agencies, such as the state Department of Health, Joint Commission and other regulatory agencies.
5. Dispense products requested by verbal, written or telephone requisitions for equipment and supplies.
6. Identify and assign priority to emergency requisitions and required supplies and equipment based on knowledge of procedure requested.
7. Replace lost or damaged instruments as required to complete the tray.
8. Obtain, complete and submit all forms following the prescribed manner to verify appropriate work assignments.

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9. Maintain assigned work areas and equipment in a clean and organized condition to maintain required standards for handling of sterilized, clean materials and equipment.
10. Communicate and interact with patients and families in a positive and courteous manner.
11. 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:

Under indirect supervision, assists in distribution of sterile and contaminated supplies to nursing inpatient and clinic departments; inventories and stocks supply carts; fills requisitions as required. In addition, assumes responsibility for appropriate care, processing, and sterilization of specialty instruments for varied surgical services; assists O.R. staff by sterilizing specialty equipment and/or obtaining additional or extra supplies required for procedures; assists with room preparation and/or clean-up activities to assure timely turnover of surgical suites and increase utilization of resources and may perform other work-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, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

A 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,

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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: One year of work experience in a surgical setting where the primary or basic objective was to provide support to a surgery crew.

Knowledge and Abilities: Must have provided basic 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 basic 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.

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 sterile processing department where the primary or basic objective was to provide support to surgical services.

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. Must have 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.

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Substitutions Allowed:

- a. Graduation from a nationally certified training program for Operating Room Technician, Surgical Technician or equivalent may be substituted for one year of work experience.
- b. 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 months of work experience.

Certification Required:

1. Certified Registered Central Service Technician (CRCST) certification by the Healthcare Sterile Processing Association (HSPA) or Certified Sterile Processing and Distribution Technician (CSPDT) certification by the Certification Board for Sterile Processing and Distribution (CBSPD) is required within 12 months of employment for the entry level.
2. Certified Registered Central Service Technician (CRCST) certification by the Healthcare Sterile Processing Association (HSPA) 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 for the **full performance** level.

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 reasonable accommodation.

ADDENDUM ATTACHED

Yes No