

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **Sterile Processing Technician Lead**

(Job Description, Class Specification & Minimum Qualification Requirements)

**All positions**

**Pay Grade HE-08**

**Job Code 6.854**

### **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 Lead, this position is a working supervisor responsible for an assigned shift who oversees the work of Sterile Processing Technicians and Aides as well as 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. This position may be required to work on shifts, including evenings, weekends, holidays and call.

### **Key Duties and Responsibilities**

1. Provides orientation and training and coordinates work of Sterile Processing Technicians and Aides.
2. Understands and monitors others to be sure that all infection control standards are adhered to as described in detail in the Infection Control Manual. Understands the principles behind guidelines and is able to communicate them to others in the department.
3. 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.
4. 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.
5. Complete appropriate documentation records prior to sterilization and after sterilization are completed.
6. 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.
7. Dispense products requested by verbal, written or telephone requisitions for equipment and supplies.

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8. Identify and assign priority to emergency requisitions and required supplies and equipment based on knowledge of procedure requested.
9. Replace lost or damaged instruments as required to complete the tray.
10. Obtain, complete and submit all forms following the prescribed manner to verify appropriate work assignments.
11. Maintain assigned work areas and equipment in a clean and organized condition to maintain required standards for handling of sterilized, clean materials and equipment.
12. Thorough knowledge of specialized routines and procedures of all hospital units sending their items for processing and the ability to communicate such routines and procedures to other sterile processing staff.
13. Expert in and resource for reprocessing reusable supplies (cleaning and assembling trays and instruments for specialized procedures).
14. Processing specific reusable equipment that cannot be autoclaved using established procedures.
15. Updates and maintains the unit's guidelines for specific items requiring steam or cold sterilization. Ensures staff adheres to guidelines.
16. Able to model strict "sterile conscience" and impart to others in the department the need for integrity in the handling of supplies and equipment used in the care of patients.
17. Communicate and interact with patients and families in a positive and courteous manner.
18. Maintain the strictest confidentiality of all facility and facility-related employee information.

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### **Other Duties**

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

Distribute sterile and contaminated supplies to nursing inpatient and clinic departments; inventory and stock supply carts; fill requisitions as required. Responsible 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**

Demonstrated proficiency in the application of all of the knowledge and abilities 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 Supervisor or designee provides supervision to the position.

**Instructions Provided:** Employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Employees perform work independently, receiving specific guidance only in new and unusual situations.

**Review of Work:** Employees are reviewed periodically to ensure that acceptable practices are followed.

### **Prerequisite Qualifications Required**

**Education:** High school diploma or the equivalency is preferred.

**Experience:** Three years of work experience in a sterile processing department supporting surgical services.

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**Knowledge and Abilities:** 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.

### **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:**

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.

**Desirable Qualifications:** Patience; neatness; reliability; resourcefulness; and punctuality. Ability to learn quickly; be a "team player" and get along well with others; good 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