

JOB TITLE: Sterile Processing Tech	DEPARTMENT: OR	POSITION OF SUPERVISOR: Director of Surgical Services
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

Position Summary: Assists to assure operating suite is adequately prepared for procedure. Monitors PAR level of all surgical instruments and supplies. Cleans and sterilizes all surgical instruments. Participates in departmental staff meetings and performance improvement activities.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	A high school diploma or GED equivalent. Graduation and certification from an accredited school for Surgical Technologists or completion of a training program on sterile processing through AAMI or equivalent organization.
Experience:	<p>Knowledge of sterilization supplies, equipment and instruments</p> <p>Knowledge of organizing, containing, and transporting items of varying compounds, textures or quantities.</p> <p>Knowledge of transporting and disposing of hazardous materials and sharp objects according to hospital procedures</p> <p>Knowledge of sterilization procedures of various equipment and instruments</p> <p>Knowledge of wrapping and repackaging sterilized instruments.</p>
Special Skills, Licenses or Certifications:	<p>Central Service Processing Technician Certification or Certified Operating Room Technician</p> <p>Basic computer knowledge</p> <p>CPR Certification</p> <p>Skill in using sterilization equipment and instruments</p> <p>Skill in arranging instruments on surgical trays</p> <p>Skill in following written instructions and performing multiple tasks.</p> <p>Skill in establishing and maintaining cooperative working relationships with others</p>
Language Skills:	<p>Demonstrates ability to read, write, and clearly express one's self in English 100% of the time</p> <p>Additional languages preferred</p> <p>Demonstrates ability to listen</p> <p>Demonstrates ability to clearly convey thoughts in speech and written word</p>
Physical/Mental/Special Demands:	<p>Lifting a minimum of 50 pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations; Must consistently demonstrate compliance with organizational-wide</p>

	competency statements and performance criteria based on established quality indicators. May be exposed to hazardous materials, sharp objects and infectious diseases. Ability to walk at a rapid pace 90% of the time. Ability to work at heights of 24-40 inches. Ability to push stretchers, wheelchairs, and beds. Ability to transfer adult patients from wheelchair to bed, bed to wheelchair. Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time.
Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Orders, restocks and decontaminates sterilization equipment and instruments.
2. Collects dirty equipment and instruments.
3. Sorts, loads, unloads and decontaminates equipment and instruments according to procedures.
4. Cleans, repackages, and sterilizes instruments.
5. Assembles trays, basin sets, packages, instruments and equipment and prepares items for sterilization.
6. Decontaminates, restocks and assembles case carts and surgical trays.
7. Ensures specialty carts are stocked and ready for immediate use.

8. Performs quality control through routine testing and cleaning to assure sterilization equipment and instruments are functioning properly.
9. Inspects equipment, instruments, and packaging for cleanliness, defects and/or malfunctions.
10. Documents sterilization cycle.
11. Labels products with sterilization date.
12. Prepares room in a timely manner with all anticipated instruments, sutures, supplies and equipment for each individual surgical procedure.
13. Assists in the positioning, prepping and draping of patients for surgical procedures.
14. Carries out medical/surgical asepsis during treatments/procedures.
15. Checks all equipment/instruments needed, prior to each procedure, to ensure proper functioning.
16. Follows aseptic technique when opening sterile supplies and setting up procedures.
17. Sets up and prepares for procedures at least 15 minutes prior to scheduled time, unless otherwise directed by Circulating Nurse or Nurse Manager.
18. Performs services requiring technical or manual skills, under the direction of Circulating RN.
19. Always maintains an orderly instrument table for the purpose of efficiency; follows department standard set-up.
20. Anticipates needs of surgeon during intraoperative phase.
21. Cleans and prepares rooms between procedures and after last case; restocks supplies, when necessary, and organizes effectively for end-of-case clean up.
22. Is fully responsible for care of instruments/equipment during intra/postoperative phase, including cleaning and processing of instruments.
23. Follows written procedures for steam sterilization; knows responsibilities and the necessity for chemical and biological monitoring.
24. Consults with other staff members when in question or unfamiliar with equipment or procedure.
25. Makes decisions reflecting knowledge of the assigned case and instruments and/or trays to be readied for the procedure.
26. Can perform all the standard job requirements.
27. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.

- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)