



Job Description

Job Title: Certified Central Processing Technician
Department: Surgical Services
Reports To: Manager of Surgical Services
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 03/2015
Approved By: Director of Surgical Services
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SUMMARY

The Sterile Processing Technician receives, cleans, decontaminates and sterilizes reusable patient equipment, instrumentation and supplies. Disassembles, inspects, inventories and assembles surgical, ER and clinic instrumentation and procedural trays. Maintain adequate inventory levels for surgical supplies. Assembles surgical case carts. Records and maintains required sterilization records. Serves as the technical contact person for questions concerning decontamination and sterilization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for printing, verifying and assembling the Perioperative Surgical schedule daily.

Coordinate Perioperative room instrument and equipment needs utilizing Perioperative surgical schedule.

Pulling required supplies for the appropriate surgical cases, and other duties as assigned by supervisor

Coordinates suitable substitutes for specific instrumentation.

Serves as preceptor in the training and development of new employees

Under the direction of the department Manager prepare and update procedural manuals and reference materials.

Guides and assists technicians in performing daily activities

Responsible for the daily maintenance of sterilization records.

Responds to instrument and equipment requests from physicians.

Serves as initial contact for physicians and Perioperative staff to coordinate solutions to instrumentation problems.

In accordance with departmental policy and procedure, infection control standards and state and federal regulations clean, decontaminate, assemble and sterilize all reusable patient care equipment.

In accordance with departmental policy and procedures safely and efficiently operate all sterilization and decontamination equipment.

In accordance with departmental policy and procedure inspects, assembles and Sterilize all surgical, ER and clinic supplies.

Accurately restock case carts with supplies, instrumentation and equipment as indicated by pick list generated from daily surgical schedule.

Accurately restocks Surgical Services.

Inventories and maintains adequate levels of all instrumentation and sterile supplies.

In accordance with set policy and procedure reports and records missing and/or damaged instrumentation/equipment.

Serves as initial contact for all departmental inquiries from customers.

Answers, records and responds to all requests via phone and/or in person in a courteous and professional manner.

Responsible for receiving returned items and properly recording and returning items to inventory.

Maintains work areas in a clean, neat and orderly fashion on a daily basis.

Attends regularly scheduled training.

Participates in the cross training for new Surgical Instrumentation and equipment.

Check equipment for leaks, broken or loose parts, or other defects

Purge waste from equipment and sterilize all tools according to specific protocols

Run autoclaves and other sterilization tools

Collecting and transporting surgical equipment from patient care areas to the decontamination room

Employing sterile technique at all times

Cleans, wraps, sterilizes and maintains inventory of instruments, equipment, and sterile supplies for surgery.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Adaptability - Manages competing demands; changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual be able and willing to travel for meetings.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION AND/OR EXPERIENCE

High School graduate or GED equivalent. Central Processing experience preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram, or schedule form. Possesses good interpersonal communication skills.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, Microsoft Excel and Microsoft Word.

CERTIFICATES, LICENSES, REGISTRATIONS

Sterile Processing training and IAHCSMM certification preferred.

OTHER SKILLS AND ABILITIES

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to toxic or caustic chemicals, and blood borne pathogens. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and risk of radiation. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date