



POSITION DESCRIPTION Sterile Processing Tech

POSITION SUMMARY:

Responsible for decontamination, processing, sterilization and monitoring of instruments and other medical devices that may come in contact with patients while in the care of the Operating Room.

POSITION DESCRIPTION – Sterile Processing Tech

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. CST Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient’s name and birth date

STANDARD

27.. Sentinel events alert

- Exposure to Creutzfeld-Jacob Disease
- Infant abduction
- Preventing needle sticks and sharps injuries

Department Core Competencies

28. Decontamination

- Knowledgeable of all decontamination processes
- Knows chemicals used during decontamination
- Wears full PPE at all times
- Knowledge of Hamo's functions and instrument cycles
- Know devices used to initially decontaminate instruments
- Follows standard precautions

29. Processing

- All items for sterilization placed in a clean area after decontamination
- Assembling of instrument trays and packaging
- Follow count sheets
- Note missing items or items in need of repair
- Ensures that count sheets includes name of person who decontaminates, assembles and packages instruments

30. Sterilization

- Demonstrates knowledge of types of sterilizers used – Steris/Steam/Sterad
- Agents used in sterilizers
- Procedures in case of failure
- Loading and unloading of carts
- Delivery of carts to designated holding area

31. Monitoring

- Label each package with lot control identifier
- Labeling prior to sterilization
- Perform and monitor each method of sterilization (steam,sterad,steris and flash)
- Performs Bowie checks prior to first load of the day
- Interpret results and enter in log book
- Immediately notifies Supervisor/charge RN in case of sterilization failure

32. Review schedule of procedures to assure that appropriate instruments have been received and processed for specific cases daily

Service Standards

33. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

34. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

35. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

36. Gives all customers their full attention and treats them with dignity, respect and understanding.

37. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

38. Safeguards patient confidentiality in all forms of communication.

39. Works effectively with others toward achieving common goals including morale and teamwork.

40. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

41. Flash sterilizer

42. High vacuum sterilizer

43. HAMO

44. Steris

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Sterile Processing Tech

Department: Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/ Associate's Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- One year central sterile experience
- One year instrument processing
- One year acute care hospital

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 8 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 2 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 20 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 3 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves - vinyl
2. Gown
3. Shield
4. Goggles
5. Cap

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date