

Spec. Code: 3885
Occ. Area: 12
Work Area: 445
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 00/00/00
Last Action: Rev.

CENTRAL STERILE SUPPLY TECHNICIAN

Function of Job

Under direct supervision from a designated supervisor, to perform work related to the care, sterilization, packaging, and disbursement of hospital equipment and supplies.

Characteristic Duties and Responsibilities

1. cleans instruments to prepare them for sterilization
2. collects and/or receives needles, syringes, gloves, linen, trays, and other supplies used in the daily operation of a hospital
3. operates and maintains stem autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed
4. packages and wraps equipment and supplies in accordance with prescribed sterile procedures
5. organizes and assembles routine and specialty surgical instrument trays, linen, and other sterilized supplies, filling special requests as needed
6. examines equipment to detect leaks, worn or loose parts, or other indications of disrepair
7. records sterilizer test results
8. starts equipment and observes gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards
9. reports defective equipment to appropriate supervisors or staff
10. stocks crash carts or other medical supplies
11. purges wastes from equipment by connecting equipment to water sources and flushing water through systems
12. checks sterile supplies to ensure they are not outdated
13. maintains storage rooms in a neat and orderly manner in keeping with the highest standards of sanitation

14. makes recommendations on the purchase and/or makes purchases of equipment and supplies
15. collects information, keeps records, and prepares reports as required using computerized inventory
16. follows standard operating procedures for a central sterile supply service
17. maintains and distributes adequate supply of instruments and medical supplies for all units
18. participates in Quality Assurance activities as assigned
19. supervises assigned employees of lower rank and/or assist in orientation of new employees
20. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent/GED
2. One (1) year (12 months) of experience in a medical, health care, or laboratory setting or a closely related setting using sterile procedures

KNOWLEDGE, SKILLS, ABILITIES (KSAs)

1. Knowledge of aseptic techniques
2. Computer skills/knowledge - Working knowledge of computers and basic business software
3. Clerical skills
4. Effective interpersonal communications skills
5. Skill in maintenance of equipment
6. Skill in operation and monitoring of specialized equipment (such as autoclaves)