



JOB DESCRIPTION

Department:	Surgery	Job Code:	
Job Title:	Sterile Processing Technician	Job Family:	Technicians
Reports To:	Manager, Perioperative Services and Lead Surgical Tech	FLSA Status:	Non-Exempt
Benefit Level:	III	Creation/Revision Date:	05/13/10

Role/Position Definition: Prepares and assembles instrument sets and supplies for sterilization processing. Cleans and processes instruments from the operating room. Able to perform all duties of a Sterile Processing Technician.

Qualifications/Position Requirements:

- A. Education/Experience
Three years operating room or sterile processing experience.
- B. Licensure/Certification
Must possess Sterile Processing Technician certificate.
Current BLS Certification required.
- C. Knowledge, Skills, and Abilities
Must possess thorough knowledge of surgical instrumentation.
Ability to concentrate and perform detailed tasks in assembling instrument sets.
Prioritizing multiple demands and tasks in a closed area required.

Work Environment:

- A. Walks, sits, and stands intermittently during the day.
- B. Exposure to chemicals used for cleaning, disinfecting, and sterilization process for instruments and supplies. Potential for exposure to blood, body fluids, and sharps during the cleaning process of operating room instruments.
- C. Able to work in a closed area with prolonged standing, lifting up to 30 pounds, pushing, and pulling required.
- D. Potential burn injuries from steam sterilizers, transfer carts, and washer racks.

Duties and Responsibilities:

- A. Supports the philosophy, goals, and objectives of the Organization.
- B. Supports and performs according to approved policies and procedures.
- C. Participates as a team member in support of the total Perioperative process.
- D. Contributes to the process and development of the approved Quality Management Program.
- E. Supports risk management and participates in program directed to staff safety.
- F. Contributes to the quality management process and identifies role and contributions upon request.
- G. Objectively evaluates suggestions, grievances, and processes to identify opportunities to improve performance and quality care.

- H. Communicates effectively and professionally with co-workers, ensuring interactions are respectful and courteous.
- I. Maintains and promotes professional competence through continuing education and other learning experiences.
- J. Objectively evaluates suggestions or criticisms and attempts to improve performance or seeks further guidance as needed.
- K. Adheres to safety policies and procedures in performing job duties and responsibilities.
- L. Reports observed or suspected violations, hazards, and noncompliance according to facility policy.
- M. Observes safety measures in performance of job duties and responsibilities.
- N. Responds to emergency situations with competence and composure.
- O. Performs specified functions to meet the requirements of each procedure and instrument set.
- P. Assembles instrument sets and supplies according to each instrument check list.
- Q. Inspects equipment for proper working condition.
- R. Performs Sterile Processing Technician functions following prescribed principles of aseptic technique.
- S. Arranges instruments according to the Instrument Check List, while confirming that all instruments work properly.
- T. Maintains availability of instruments and supplies to avoid delays.
- U. Correctly utilizes and cares for supplies and equipment as directed.
- V. Assists in work areas by cleaning, storing, packaging, and sterilizing instruments.
- W. Assists with storing and stocking supplies as directed.
- X. Performs all other duties as assigned.

APPROVALS		
Human Resources: _____	Date: _____	
Department Head: _____	Date: _____	