

**POSITION: Sterile Processing Tech**

This position has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will. Our Company Mission is “Simplifying the healthcare experience” and our Company Vision is “To lead the future of healing through innovative delivery.”

**POSITION SUMMARY:**

The Sterile Processing Tech is responsible for the decontamination, cleaning, processing, and sterilization of supplies, instrumentation, and equipment dispensed by the department throughout the hospital. Prepares equipment and ensures the proper handling and storage of supplies, equipment, and instrumentation. Participates on special projects and departmental performance improvement projects as requested. Performs related clerical functions.

**POSITION’S ESSENTIAL RESPONSIBILITIES:**

- Decontaminates and sterilizes instruments, medical supplies, and equipment, and assembles, wraps, and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas.
- Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
- Sorts mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.
- Restocks, labels, and maintains inventory, submits requisitions, collects, and distributes instruments, trays, crash carts, and facility medical equipment. Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
- Verifies that equipment functions properly, requisitions for equipment maintenance, repair, or replacement, and removes defective equipment.
- Actively engages in caring behaviors, taking conscious ownership for work and takes proactive, deliberate, and thoughtful actions regarding work activities.
- Follows established policies and procedures in the performance of all work activities in compliance with Departmental and regulatory agency.
- Maintains a clean work area.
- Performs other duties as assigned.

**OTHER RESPONSIBILITIES:**

- Completes required orientation as directed by facility.
- Follows facility and OSHA safety rules and procedures while on assignment.
- Follows facility Unusual Occurrence Protocol.
- Respects cultural and religious practices of patients.
- Upholds HIPAA regulations.
- Punctual and dependent for assigned/confirmed shifts.

**POSITION REQUIREMENTS:**

- Demonstrates depth of knowledge pertaining to the policies and procedures for Sterile Processing operations in a hospital environment.

- Demonstrates excellent customer service, always ensuring patients privacy and dignity.
- Knowledgeable of local, state, federal and Joint Commission Regulations.
- Working knowledge of personal computer and software applications used in job functions.
- Excellent oral and written communication skills.
- Ability to make independent decisions.
- Ability to react and perform under strict timelines and/or emergency situations.
- Ability to work within a fast-paced team environment.
- Ability to be on call or work extra hours, including rotations.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- HS Diploma or GED required.
- Current and valid sterile processing technician certification required, or equivalent experience.
- 2 years' experience as a Sterile Processing Tech Required.
- Current and active CPR certification if applicable.

## **WORKING CONDITIONS:**

While performing the duties of this job the employee is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee must be able to stand and/or walk at least five hours per day. A great deal of stress is also associated with this position is the possibility of being exposed to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions. As a result, employees must take extra care not to become ill themselves. Most people in this career field work irregular hours that can include weekends, holidays, and overnight shifts.

## **PHYSICAL DEMANDS:**

- Ability to lift twenty (20) pounds.
- Ability to stand for extended periods.
- Fine motor skills.
- Visual acuity.

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 stand and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 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. The overall physical demand rating for a job of the position falls within the **Medium** classification (exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work) according to the Dictionary of Occupational Titles.

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

**PHYSICAL DEMANDS:**

Stand	<b>F</b>
Walk	<b>F</b>
Sit	<b>O</b>
Manually Manipulate	<b>O</b>
Reach Outward	<b>O</b>
Reach Above Shoulder	<b>O</b>
Climb	<b>N</b>
Crawl	<b>N</b>
Squat or Kneel	<b>O</b>
Bend	<b>O</b>
Grasp	<b>O</b>
Speak	<b>C</b>

**LIFT/CARRY:**

10 lbs or less	<b>O</b>
11-20 lbs	<b>O</b>
21-50 lbs	
51-100 lbs	<b>O</b>
Over 100 lbs	<b>O</b>

**PUSH/PULL:**

12 lbs or less	
13-25 lbs	<b>F</b>
26-40 lbs	<b>F</b>
41-100 lbs	<b>O</b>
	<b>O</b>

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.