



## Sterile Processing Technician (SPD) – Job Description

### **Job Summary**

The Sterile Processing Technician is assigned duties performing decontamination, preparation, sterilization and distribution of surgical instruments and medical equipment throughout the surgery center, utilizing infection control and safety practices during all phases of the process.

- Full-Time opportunity available
- Reports to OR Clinical Lead
- Base Pay PLUS incentives

### **Special Qualifications (Licensure, Registration, etc.)**

- Certification (NICHSPDP or ISCHIM) required

### **Knowledge, Skill and Ability Knowledge**

- Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.
- Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.
- Using OneSource as resource- knowledge sufficient to be able to assemble and wrap appropriate instruments, supplies and equipment.
- Knowledge of processes, procedures, quality assurance, chemicals and medical instruments sufficient to be able to decontaminate and sterilize equipment, supplies and instruments.
- Ability to lift and move trays of instruments and patient care equipment, i.e., IV pumps, monitors, up to 25 lbs.
- Must have good telephone manners and problem-solving skills.
- Is able to perform bending, lifting, and washing using decontamination processes, which will include instrument pans, bins, trays, and carts of various sizes. Tactile differentiation, e.g. temperature, moisture.
- Skill in cleaning specialized equipment.

### **MATERIALS AND EQUIPMENT DIRECTLY USED**

- Standard equipment including: computer terminal, telephone, washer/decontaminator, sonic cleaner, sterilizer (steam and Sterrad), air compressor and biological incubator.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

- Physical working environment may include, but not limited to, any of the following hazards: high pressure steam, chemical, electrical, mechanical, bio-waste, stress, back strain, body fluids, etc.
- Environmental conditions may include, but not be limited to, variations in temperature, noise, odors, multi-stimuli, etc.



- Pressure from high volume census to meet deadlines to obtain adequate instrumentation from vendors.
- Extensive people contact and interruptions.
- While performing the duties of this job, the employee is required to constantly stand and walk. The employee frequently is required to stoop, crouch and twist. The employee is occasionally required to kneel, squat and sit.
- The employee must be able to consistently support, push, pull and/or lift up to 25 pounds,
- Functional physical demands include manual dexterity and fine motor skills and reaching. The following senses will be needed for essential duties of the job: speech, vision, hearing, smell and touch (i.e., tactile differentiation of temperature and moisture).
- Have no physical limitations as to lifting trays of instruments (above the head), pushing, pulling carts from sterilizer, walking, and standing for duration of shift.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates all required equipment and machinery accurately and safely, prepares, assembles, and sterilizes instruments and supplies according to parameters of sterilization in accordance with The Department of Health, TJC, OSHA, CDC, AAMI and AORN standards. Maintains appropriate records, and monitors quality control and infection control standards. Provides asset management and support of surgical instruments and trays belonging to or consigned to the facility.
- Accurately handles and cares for instruments appropriately, including appropriate selection of cleaning agents, lubricants, examination for function, identification and assembly according to OneSource and preparation for sterilization; retrieves malfunctioning instruments and ensures repairs are completed.
- Correctly peel-packs supplies/instruments, wraps instruments for sterilization, inspect each instrument for use, function, completeness and cleanliness.
- Coordinates with Materials Dept to ensure facility sets are stocked to PAR levels.
- Ensures safe care to patients, staff and visitors; adheres to all FSC policies, procedures and standards and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and skills competency; supports department-based goals which contribute to the success of the organization; Communicate with operating room staff to provide required instruments.
- Is responsible for reporting damaged or malfunctioning equipment to Clinical Director and Material Manger and follow process for replacement.
- Resources to nursing staff in all departments regarding responsibilities of proper sterilization techniques.
- Clean, set up, sterilize and distribute instruments as scheduled on each shift.
- Maintains records for QA and sterilization.
- Employees are expected to comply with all regulatory requirements, including Joint Commission Standards.
- Is familiar with organization, department and job specific Environment of Care areas, including Life Safety, Hazardous Materials Communications, Emergency Preparedness, Infection Control and Medical Equipment Failure.
- Adheres to Standard Precautions as appropriate, which may include:
  - the use of protective barriers, as appropriate (e.g., gloves, masks, gowns, pocket masks, and/or safety glasses);
  - handling and disposing of infectious waste appropriately; and
  - hand washing as appropriate.



### **OTHER DUTIES/RESPONSIBILITIES**

- Maintains flexibility to rotate shifts and adjust hours as needed.
- Maintains a work record of regular attendance, timely arrivals and departures.
- Knows fire and safety procedures for work area.
- Maintains professional appearance appropriate to position and function. Wears identification badge while on duty.
- Participates in cost effective delivery of care.