

# Job Description

## Technician, Sterile Processing

**Facility Name:** Lindsay House Surgery Center, LLC

**Department/Unit/Area:** Perioperative Services

**Reports to:** Clinical Director

**Classification:** Non-exempt

**Job Summary:** Responsible for preparing and assembling medical and surgical supplies, instrumentation, and equipment, maintaining the sterile processing areas, and receiving and distributing surgical supplies and equipment.

### QUALIFICATIONS

**Required:**

- High school graduate or equivalent

**Preferred:**

- One year of sterile processing experience
- Central Supply Processing Department Technician (CSPDT), or Certified Registered Central Service Technician (CRCST) certification
- Certified Instrument Specialist (CIS) certification
- Computer skills (e.g., Microsoft® PowerPoint, Word, Excel)

**Primary Responsibilities:**

1. Support the Organizational Culture “We create uplifting experiences that change people’s lives”. Culture is not tangible. It is comprised of values, beliefs, underlying assumptions and behaviors shared by a group of people. It is in the environment that surrounds you at work all the time. It shapes your work enjoyment, your work relationships, as well as work processes.
2. Complies with facility policies and procedures and Regulatory requirements: State, Federal and Accreditation Body AAAHC – CMS - inclusive of corporate compliance – *i.e., Patient Bill of Rights and Responsibilities, Privacy Notice, Advance Directives, Surprise Bill Act, Red Flag Rules, HIPAA privacy and security, ADA - Use of interpreter or sign interpreter...where applicable*
3. Follow established protocols for cleaning, decontaminating, preparing and packaging, disinfecting or sterilizing, and storing medical and surgical supplies and equipment.
4. Distribute medical and surgical supplies from sterile processing areas to other areas within the facility or health care organization as needed.
5. Adhere to standard precautions including the use of personal protective equipment.

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6. Follow safety procedures and manufacturer's instructions when handling cleaning solutions, supplies and equipment.
7. Operate equipment used in the sterile processing areas safely and according to the manufacturer's instructions for use.
8. Monitor, interpret, and document results of physical, chemical and biological indicators for all types of sterilizers used in the sterile processing areas.
9. Prepare and distribute surgical case carts according to physician's preference lists and anticipated needs of the perioperative team.
10. Inventory, receive, and restock materials used for supporting sterile processing services.
11. Comply with organizational policies, regulatory and accreditation standards, and professional guidelines.
12. Exhibit professional interpersonal and communication skills.
13. Assist with improving the quality of sterile processing services.
14. Assist with identifying pertinent evidence to establish benchmarks as directed.
15. Maintain privacy and confidentiality of individuals and health information.
16. Seeks to engage the synergy of others within and across departmental boundaries (i.e., internal materials management, sterile processing and external practice, IT) to address or resolve issues of mutual interest. Ability to deal with stressful situations in a clear and calm manner; actions set the mood for the entire team demonstrating **"team work"**
17. Seeks to understand the uniqueness of each individual and tailors their interactions with this perspective in mind. Demonstrates the highest moral and ethical conduct in each encounter, situation or action demonstrating **"respect and confidentiality"**.
18. **Responsiveness** - Pursues work and related activities with a sense of personal pride and ownership for the outcome. Delivers more than expected.
19. Uses free time constructively by: floating to other areas within surgical services if needed, organizing desk area/files completing inventory, stocking, expirations checks, cleaning and asking Clinical Director for assignments.
20. Goes out of way to help others – going beyond kind gestures and job responsibilities. Recognized and regarded by customers and peers as someone who is considerate, compassionate and creates a pleasurable environment by being **"courteous"**.
21. Assists in maintaining a high level of morale and motivation on the unit by working to maintain a rapport with peers, coworkers, medical staff and practice staff by utilizing good, honest communication techniques and not conspiring with others against peers nor "managing them down".
22. Skillfully uses all **"communication"** modalities following defined and appropriate etiquette. Considers the situation carefully and tailors the messaging appropriate to the audience and any special circumstances.
23. Demonstrates strong, positive and professional communication and role modeling behaviors at all times, in all assigned areas, with all interactions.

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24. Provides great customer service – creating an “**uplifting experience**”; going beyond what is expected and creating the environment that others want to be associated with; demonstrating **Owner/Image/Attitude**
25. Assists with orientation of new personnel.
26. Maintains required competencies, certifications (BLS), annual mandatories, annual health screen – tests and immunizations.
27. Assists with developing and achieving facility annual goals including but not limited to quality measures, internal and external **customer satisfaction** (encourage completion of surveys - using ADIET – (Acknowledge, Introduce, Explain, Thank the patient; do what you say you’re going to do, respond in a timely manner, keep customers informed, if you do not know ... you find out, and manage up peers and medical staff by recognizing each other’s skills and experience (patient confidence – reduced anxiety), achievements, compliments and efforts), staff satisfaction and cost containment through supply and labor management

### **Working Conditions/Physical Requirements:**

- Physically demanding, high-stress environment
- Exposure to blood and body fluids, sharp instruments and other devices, communicable diseases, chemicals, and repetitive motions
- Full range of body motion including handling and lifting instrument trays
- Manual and finger dexterity
- Hand and eye coordination
- Sitting, standing, and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 pounds
- Corrected vision and hearing to within normal range

### **Travel Requirement:** None

\*This job description is intended to describe essential job functions used to assess the performance of an employee and is not intended to be an all-inclusive statement of job responsibilities.