

**NORTHWELL HEALTH
HUNTINGTON
JOB DESCRIPTION**

JOB TITLE : STERILE PROCESSING TECHNICIAN
FTE 1.0 8AM-4PM Weekends Required
Position #10060959 Req#7905

DEPARTMENT : CENTRAL STERILE

REPORTS TO : Jeanine Linder

POSITION SUMMARY	Performs a variety of instrumentation decontamination, sterilization, packaging, inventory, and distribution tasks according to established department policies and procedures.
RESPONSIBILITIES	<ul style="list-style-type: none"> * 1. Disassembles, cleans, sterilizes, reassembles and packages sterile supplies according to specifications and/or manufacturer instructions. <ul style="list-style-type: none"> • Follows department procedures to use appropriate sterilization method for various types of instrumentation. • Operates washers, sterilizers, ultrasonic machines, steam and ethylene oxide sterilizers, heat sealers, and additional equipment during sterilization procedures. • Adheres to instrument count sheets for surgical sets and case carts. • Covers and rotates trays and sets per sterile storage guidelines. • Follows safety protocols to ensure no injury to self/others (proper body mechanics, protective apparel during decontamination procedures, etc.) * 2. Retrieves used trays, instruments and equipment from various surgical and clinical hospital areas for decontamination. * 3. Examines instruments and patient care equipment for cleanliness, proper assembly and functionality. * 4. Identifies malfunctioning items, records related information, and promptly notifies supervisor or biomedical engineer. * 5. Receives and fills requisitions from hospital departments and nursing units. Communicates with perioperative staff regarding related instrument needs. * 6. Transports sterile supplies to assigned surgical and clinical locations. * 7. Assists in ordering, stocking and maintaining department inventory levels. * 8. Performs required duties to maintain a contaminant-free work environment. * 9. Documents and maintains records of daily activities according to department policies and procedures. * 10. Adheres to AORN, AAMI and Joint Commission standards (e.g. biological, chemical and mechanical monitoring) in the performance of duties. * 11. Participates in department quality control programs and in-service training, as required. 12. Performs related duties as required.

STERILE PROCESSING TECHNICIAN

	*ADA Essential Functions
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent, required.• Sterile processing certification (CRCST or CSPD) OR provisional certification (CRCST), required.• Must complete minimum annual continuing education credits required by NY State AND additional continuing education credits required to maintain certification status.• Prior experience processing surgical information, preferred.• Ability to lift/carry 25 pounds, required. Manual dexterity, ability to stand, bend, lift and/or reach for extended periods of time, required.• Ability to communicate effectively in English (verbally and in writing) and follow oral and/or written instructions, required.

Department Head Signature

Date

Human Resources Signature

Date