

**NORTHWELL HEALTH**  
**HUNTINGTON**  
**JOB DESCRIPTION**

**JOB TITLE** : STERILE PROCESSING TECHNICIAN  
FTE 1.0 7AM-3PM Weekends Required

**DEPARTMENT** : CENTRAL STERILE

**REPORTS TO** : Thersea Dombrowski

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

STERILE PROCESSING TECHNICIAN

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

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**Department Head Signature**

**Date**

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**Human Resources Signature**

**Date**