



## JOB DESCRIPTION

**TITLE:** Sterile Processing Supply Tech  
**DEPARTMENT:** Canyon View Surgery Center  
**REPORTS TO:** Operating Room Charge Nurse  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

The Central Supply Technician will be assigned job duties to assist with the effectiveness and efficiency of the supply/equipment procurement and distribution. This is done through maintaining the inventory for all supplies used in the operating rooms, pre-op and PACU, and recovery center under the direction of the Materials Coordinator. During down time in the Central Supply area, the Central Supply Technician will also assist with operating room duties such as turning over the rooms between cases and providing help with positioning patients.

This position may work with Canyon View Surgery Center and Community Hospital.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Canyon View Surgery Center reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

Assist with establishing and maintaining efficient systems for receiving and recording shipments for follow-up related to discrepancies or replacements.

Assists with inventory management and distribution of all supplies, equipment and materials including development and maintenance of security system.

Maintains a friendly, positive and caring attitude with all patients, physicians and staff. Assist in assuring that equipment is functioning properly.

Displays professionalism at work and in the community as a representative of the Center. Keeps all working areas clean, neat and stocked.

Communicates pertinent information to co-workers. Refers situations beyond ability or function to proper person.

Assists with maintaining computerized inventory of all surgical supplies.

Maintains adequate supply levels; use "just in time" methods to reduce inventory costs.

Restocks supplies in OR daily.

Assists with housekeeping responsibilities as directed by OR Manager or designee.

Assists with answering the phone or monitoring the deliveries as necessary.

Transports delivered surgical supplies (on a dolly if large) and packages from shipping/receiving area to appropriate area of surgery center.

Unloads and unpacks supplies from shipping cartons and stock supplies on supply shelves and in supply cupboards in the OR, Recovery Room, and supply room.

Transports borrowed supplies to/from hospital and/or other surgery centers.

Participates in marketing, utilization and cost containment activities as directed.

Maintains patient's rights to privacy by not discussing privileged information outside the work area or within hearing range of visitors/families or vendors/clients.

Reports error of commission/omission.

Organizes daily work into order of priority.

Participates in performance improvement programs.

Becomes familiar with the Center's organization and policies.

Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent with at least one (1) year of related work experience in an ambulatory surgery center with basic knowledge of surgical supplies and equipment. Must have excellent working knowledge of computer systems and software.

OR

equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

Current BLS (within 3 months)

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

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 sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Completes annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.  
Must comply with the Code of Conduct Guide.  
Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.  
Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and Surgery Center policy and procedure regarding confidentiality. Complies with all Surgery Center information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date