



## JOB DESCRIPTION

**TITLE:** Sterile Processing Tech- Lead  
**DEPARTMENT:** Surgery Department  
**REPORTS TO:** OR Manager  
**FLSA:** Non-Exempt

### **SUMMARY OF JOB:**

Supervise Sterile Processing Department personnel, ensuring practice of AMMI standards. Responsible for decontamination, assembly, and sterilization of instruments and equipment. Aiding in departmental flow and communication.

### **RESPONSIBILITIES:**

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### **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. Community Hospital 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.

Day to day work is focused on these key performance areas:

1. Demonstrates Lead roles by:
  - a. Collaborating with Director/OR Manager/Charge Nurse for department productivity, financial quality and efficiency
  - b. Reviewing the days schedule for team assignments making adjustments as needed
  - c. Communicating significant information in an ongoing basis with the OR Management/OR Team/SPD team
  - d. Verifying the availability of necessary equipment and instrumentation
  - e. In collaboration with surgical services educator and OR management team being responsible for performance improvement initiatives including safety, efficiency, and proficiency
  - f. Establishing and monitoring standards of professional care in accordance with the AAMI
  - g. Being responsible for orientation practicum education and continuing education of sterile processing department in collaboration with Surgical Services Educator
  - h. Maintaining adequate par levels of SPD supplies and instruments notifying OR Materials Manager when par levels are inadequate
2. Processes surgical instruments in accordance with AMMI recommended practices by:
  - a. Decontamination of contaminated instrumentation in a safe, effective and timely manner
  - b. Demonstrating proper use of washer/sterilizer
  - c. Inspecting surgical instruments for function

- d. Reporting needs for reordering
  - e. Reporting needs for repairing or sharpening of instruments
  - f. Ensuring proper assembly of surgical sets and instruments
  - g. Completing and ensuring accuracy of instrument count sheet
  - h. Demonstrating proper wrapping technique per recommended standards
  - i. Demonstrating proper use of all sterilizers
  - j. Demonstrating proper use of ultrasonic
  - k. Demonstrating proper use of IUS
  - l. Returning instruments to correct location after processing
  - m. Assisting OR staff in locating instruments needed for cases
3. Maintains proper documentation by:
    - a. Maintaining permanent records of sterilization for Surgery department, and other departments as needed in accordance with recommended practices
    - b. Reporting any problems with sterilization monitoring system to biomedical engineering, OR Manager / Charge Nurse / Director /Infection Control Nurse
  4. Call: required to take call as assigned.
  5. 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 two (2) years of experience in surgical sterile processing experience

OR

Equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

Certification in Sterile Processing (CRCST) required

BLS preferred

**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 professional and team center attitude; 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:**

Attends 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 hospital policy and procedure regarding confidentiality. Complies with all hospital 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

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Date

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Supervisor Name & Signature

\_\_\_\_\_

Date