I. JOB TITLE: STERILE PROCESSING TECHNICIAN

II. DEPARTMENT: SURGICAL SERVICES

III. PERSON(S) CURRENTLY OCCUPying THE POSITION:

IV. JOB SUMMARY: Under direct and/or indirect supervision. The Sterile Processing Technician provides hospital and affiliated facilities with processed instrumentation, materials and equipment ensuring a quality product for patient care by executing established procedures for decontamination, assembly, packaging, sterilization, and redelivery. Direct ancillary support is provided in the Operating Rooms and GI Endoscopy Department.

V. JOB RELATIONSHIPS:

A. REPORTS TO: Clinical Director of Surgical Services through shared governance model.

B. SUPERVISES: None

C. INTERRELATIONSHIPS WITH: Directly with nursing units, operating room staff, surgeons and patients, all other hospital departments, service personnel and sales representatives.

VI. HOURS OF WORK: Day, Evening hours (Monday through Friday). Day Hours Saturdays, Sundays and holidays.

VII. DRESS CODE: Per unit dress code. Hospital supplied and laundered scrubs, caps and shoe covers. Personal protective gowns, aprons, goggles, gloves and masks as appropriate to task.

VIII. ESSENTIAL REQUIREMENTS OF WORK (Minimum qualifications necessary to function at full productivity).

A. EDUCATION AND TRAINING: High School graduate or equivalent, Sterile Processing Technician training preferred and/or certification.

1. Must demonstrate ability to understand and follow verbal and written instructions.

2. Must demonstrate ability to document data.

3. Must demonstrate ability to participate as a member of a team.

4. Must demonstrate ability to comprehend medical terminology and math.

5. Must demonstrate the ability to utilize computer technology equipment and software systems.
B. EXPERIENCE: Previous surgical aide or sterile processing experience helpful.

C. JOB KNOWLEDGE (Specific):
1. Working knowledge of and demonstrated ability to follow regulatory guidelines, professional standards and recommended practices i.e., ANSI, AAMI, AORW) related to sterile technique and infection control based on microbiology principles and best available evidence for practice.
2. Surgical instrumentation, including endoscopes, tray assembly, identification, wrapping and storage.
3. Sterilization procedures including decontamination, disinfection, cold soak, such as OPA, sterrad (hydrogen peroxide plasma sterilizer), pasteurization, gravity and pre-vacuum steam autoclave sterilization and ultrasonic cleaning units, and high level disinfection – including automatic endoscopic reprocessing units.
4. Cleaning and maintenance of patient care equipment such as sleep study equipment, King airway, Hypo/Hyperthermia blanket, air shields, isolettes, EPI pumps (OB).
5. Inventory maintenance and distribution to nursing units hospital wide.
8. Monitoring and respond appropriately to: biological, chemical, physical parameters and safety monitoring procedures.
9. Troubleshooting ability for equipment.

IX. BUDGET: None

X. CLIENTELE DIRECTLY AFFECTED BY JOB: Patients and staff caring for patients on all nursing units, anesthesia, endoscopy in house and outreach, including in-patients and out-patients, physicians and outside facilities including clinics, surgery center, funeral home.

XI. PHYSICAL DEMANDS OF THE JOB: (refer to Physical Requirement Page attached)
A. Frequent movement with resistance of upper extremities while wrapping instruments/supplies, reaching to position supplies, opening and closing sterilizing units, moving supply carts.
B. Bending/stooping, lifting/reaching above shoulders and reaching when cleaning carts

XII. PHYSICAL ENVIRONMENT OF THE JOB: Well lighted, crowded work area with frequent exposure to disagreeable elements including bloodborne pathogens and body fluids, (including hazards from AIDS, hepatitis, tuberculosis), exposure to surgical cement fumes, formaldehyde and noxious odors. Hazard of injury or burns during operation of high pressure steam autoclaves (270 degrees Fahrenheit, 30 lbs. PSI). Exposure to heat and humidity. Occupational risks also include moving machinery and/or electrical equipment. All risks are minimized by safety controls established by the hospital, however, failure to follow established procedures and use of safety practices could result in major or minor injuries.

XIII. EQUIPMENT OR MACHINES USED ON THE JOB: Washer - disinfector, ultrasonic cleaner, high pressure steam autoclaves, heat sealers, label gun, drying cabinets, incubators, electrical and hydraulic surgical equipment, operative instrumentation,
nitrogen, electrical and battery powered saws, drills and reamers, fiberoptics, endoscopes, electric motor powered patient care devices, Sterrad (Hydrogen Peroxide), automatic endoscope reprocessing units, computers, scanners, printers.

XIV. MENTAL DEMANDS OF THE JOB:

A. JUDGEMENT AND INITIATIVE: Requires continuous mental alertness to perform repetitive tasks. Be able to select appropriate method to accomplish task. Be able to prioritize the order of process based on O.R, GI Endoscopy need and SPD schedule to maintain the efficient of the procedural areas. Must be able to respond appropriately to monitored parameters that fail to meet acceptable levels.

Person must like detailed work, have the ability to handle several different job situations, some very stressful.

B. INDEPENDENT ACTION: Work involves variety of duties performed according to procedure and requires alertness to identify needed changes, such as care of new equipment, shift of priority of duties according to work flow, and respond appropriately to parameters outside of the acceptable safe range.

*Be able to prioritize workload to facilitate the needs of the surgical schedule and caseload.

C. EFFECT OF ERROR: Error unacceptable. Potential for patient injury and/or infection. Failure to follow established procedures and safety practices could result in major and/or minor injuries to patients, staff, employee and other customers at Rice.

Failure to perform tasks correctly and efficiently has potential to cause delays and inefficiency in surgery and disruption of work flow in nursing units.

D. CONTACT WITH OTHERS: Frequent contact with O.R. and other hospital departments. Occasional contact with outside facilities, sales representatives and maintenance personnel.

XV. PRINCIPAL JOB RESPONSIBILITIES, TASKS, AND AUTHORITIES:

A. RESPONSIBILITY: Patient treatment activities.

PRIORITY: % OF TIME: DISCRETION:

TASKS:

1. Decontamination - demonstrate independent function in ensuring that soiled instrumentation or equipment delivered to the department is decontaminated in a manner that prevents cross-contamination.
   a. Wears proper protective apparel (PPE).
   b. Sets up decontamination equipment for operation and ensures proper function and continuous work flow throughout shift.
   c. Follows procedure to ensure decontamination completion.
d. Collects soiled reusable equipment each shift following appropriate transport techniques.

e. Maintains work area neat and clean at all times.

f. Reports improper equipment operation.

g. Reports damaged, broken unsafe instruments as observed during decontamination process.

h. Cleans and disinfects equipment and work area at completion of shift.

i. Handles infectious waste and linen according to established procedure.

j. Priming and descaling of washer/washer efficiency/efficacy testing and as indicated by Department Policy.

k. Biological weekly testing of steris machine.

l. Cleaning, leak testing of all flexible scopes.

2. Operating Room and GI Endoscopy support - Demonstrates independent function to maintain an aseptic environment in the operating rooms and support areas.

a. Clean O.R. or GI Endoscopy rooms between cases in an efficient and timely manner, following infection control principles.

b. Provide cleaning supplies in easy access to each room and scrub area.

c. Clean and supply scrub sink areas with soap, brushes, paper towels, masks, etc.

d. After all surgery cases handle garbage, soiled linen, and sharps according to infection control principles.

e. Clean and check autoclaves at beginning and end of each day, change paper and check ink.

f. Maintain and operate autoclaves in a safe manner according to procedure, utilizing appropriate time and temperature cycles.

g. Assure proper function of autoclaves by running and recording of daily rapid read out monitors.

h. Assure adequate par level supplies.

i. Assures proper storage of sterile and clean supplies in designated areas by rotation of sterile supplies when putting away sterile loads from SPD.

j. Participate in terminal cleaning of O.R.’s under the direction of the OR team and assigned housekeeper.

3. Equipment testing: Demonstrates independent function in ensuring that the equipment distributed from sterile processing area is in appropriate working order for utilization in direct patient care.

a. Ensures that all components of equipment are present, assembled and ready for use each time an item leaves SPD.

b. Tests equipment for correct function following established procedure or manufacture instructions each time the equipment is processed.
4. Carts: Demonstrates independent function in processing carts to guarantee a complete cart with equipment that is operational at all times.
   a. Cleans cart - removing all soil.
   b. Examines existing inventory, removing non-standard items and checking the package integrity of sterile items to ensure that sterility has not been compromised.
   c. Checks operation of essential equipment.
   d. Replaces supplies.

5. Assembly/Packaging/Wrapping: Demonstrates independent function in ensuring a sterile product by proper assembly of surgical items, instrument sets, floor trays and appropriate packaging in preparation for terminal sterilization and flexible endoscopes.
   a. Examines instrumentation for cleanliness, proper assembly, proper performance.
   b. Assembles instrument sets, ensuring that the correct number and type of instruments are present, following established lists provided by the user department. Places instruments appropriately to ensure sterilization and ease of use by the user.
   c. Completes count sheets as necessary for user department to document instrument counts.
   d. Selects appropriate packaging material and indicators, and wrap in manner that follows ANSI/ASI Recommendations that best allows sterile presentation when opened by user.
   e. Labels all packages accurately including correct name of item, dates and sterilization information.
   f. Uses hospital approved computer software system effectively to efficiently track, document, validate and verify instrument and equipment reprocessing and sterilization process is appropriate.

6. Inventory/Storage/Delivery: Demonstrates independent function in maintaining inventory and appropriate storage of sterile items in anticipation of distribution to various departments upon request
   a. Receives outside supplies from General Stores, ensuring that supplies entering Sterile Processing area are devoid of external contaminates.
   b. Cleans storage areas and work stations to maintain contaminant free environment.
   c. Places processed and sterile items in appropriate area for distribution, ensuring item return to correct department.

7. Sterrad Sterilization: Demonstrates independent function in ensuring that sterility is achieved using the Hydrogen Peroxide Gas Plasma sterilization process and that items are safe to use.
   a. Follows established guidelines and procedures.
   b. Utilizes the test pack for first load to be processed for the purpose of monitoring the function of the sterilizer.
   c. Observes and assesses the operation of the sterilizer by interpreting the recorders and read-out on the machine.
   d. Ensures load label is correct.
e. Positions each item in the sterilizer chamber to ensure maximum exposure.

f. Documents type and number of items processed in every load.

g. Reviews data from test packs, interprets the results and documents the results.

h. Reports malfunctions immediately; recalls items if necessary.

8. Endo Responsibilities
   a. Decontaminates scope after use and follows manufacturer’s recommendation for reprocessing GI Endoscopes.
   b. Assures all parameters are met for high level disinfection through automatic endoscope reprocessor.
   c. Documents process and results appropriately and in a timely manner.
   d. Prepare scope for next procedure.
   e. Returns GI Endoscope to storage in hanging cabinet.

AUTHORITIES:

B. RESPONSIBILITY: Other Activities

PRIORITY: % OF TIME: DISCRETION:

TASKS:

1. In Partnership and Independently: Demonstrates ability to ensure a quality product for patient care by monitoring/adjusting daily activities in work area.
   a. Assists with adjustment in daily work assignments to compensate for fluctuation in work flow.
   b. Work together to ensure that established procedures are followed.
   c. Acts as mentor or preceptor in own area of expertise.
   d. Communicates malfunction to appropriate authority, including documentation and procuring repairs as appropriate.
   e. Identify problems or improvement opportunities in the department and work with staff as a team to provide reasoning and input into solution of these problems.
   f. Communicates ideas for revision of policy and/or procedure.
   g. Communicates supply needs to OR Unit Coordinator, Inventory Coordinator or delegate.
   h. Maintains sterile processing logs and interpret trends.
   i. Maintains staffing schedule and records.
   j. Independently performs decision making functions on weekends/holidays.

2. Cross training and flexibility: Demonstrates independent function by performing tasks in all areas of job duties.
a. Follows established decontamination procedure appropriate to each area.
b. Compiles and utilizes lists, kardex, computer software and other resource materials to accomplish job duties.
c. Performs efficiently and effectively in multiple job aspects.
d. Rotates and shares assignments according to work flow priorities in collaboration and cooperation as a member of a team.
e. Rotates shifts, weekends and holidays as established by department consensus and needs of the facility.

AUTHORITIES:

C. RESPONSIBILITY: Continuous Quality Improvement

TASKS:
1. Demonstrates understanding of the CQI philosophy.
2. Participates in CQI training activities or CQI teams if appropriate.
3. Demonstrates sensitivity to customers and their needs.
4. Interacts appropriately with internal customers, i.e. coworkers within department, staff across departments.
5. Interacts appropriately with external customers, i.e. patients, families, medical staff, vendors.
6. Role models positive behaviors.
7. Participates in development of yearly departmental staff competencies and P & P.
8. Participates through member representation on Perioperative shared governance team.

D. RESPONSIBILITY: Service Excellence

TASKS:
Demonstrates an ongoing commitment to the Service Excellence philosophy by adhering to behaviors outlined in Rice’s “Standards of Excellence.”

E. RESPONSIBILITY: Safety - Maintain and promote a safe environment for all patients, visitors and staff.

TASKS:
1. Consistently follow all policies, practices and work rules.
2. Do not use shortcuts or “work-arounds” that may reduce safety or increase risk.
3. Stay alert, act responsibly and use common sense to reduce risks.
4. Report “actual events” and “good catches” as soon as possible.
5. Create a safe environment by eliminating hazards and identifying and reporting unsafe systems.
6. Complete all mandatory safety education, attend safety sessions, review and understand the Safety Program (available on RiceNet). Seek answers to questions you have about the Safety Program.

7. Actively participates in Perioperative Education Days.

10/94, 12/96, 4/97, 6/99, 12/00, 11/05, 12/06, 9/08, 3/09, 7/12, 4/13, 6/15
**SPECIFIC DEMANDS OF THE JOB-Sterile Processing Technician-Physical Requirements**

<table>
<thead>
<tr>
<th>Physical Activity</th>
<th>Never</th>
<th>Occasionally (6-33%) up to 21/2 hrs</th>
<th>Frequently (34-66%) 2 1/2 - 5 1/2 hrs</th>
<th>Continuously (67 - 100%) over 5 1/2 hrs</th>
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<td>Climbing Stairs</td>
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<td>Sitting</td>
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<td>Moving</td>
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<td>Kneeling Bending Stoopiing</td>
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<td>Squatting</td>
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<td>Crawling-Crouching</td>
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<td>Twisting/Push/Pull</td>
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<td><strong>Lifts to:</strong></td>
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<tr>
<td>Floor to Waist</td>
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<td>Waist to Shoulders</td>
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<td>Above shoulders</td>
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<td>Lifting-Carrying</td>
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SPECIFIC JOB DEMANDS- Sterile Processing Technician- Physical Requirements

- Frequent movement with resistance of UE’s while wrapping instruments/supplies, reaching to position supplies, opening and closing sterilizing units, moving carts with supplies on.
- Bending/stooping, reaching when cleaning carts.