

UW HEALTH JOB DESCRIPTION

STERILE PROCESSING COORDINATOR

Job Code: 420007	FLSA Status: Non-Exempt	Mgt. Approval: B Scheuer	Date: 8.2017
Department: Supply Chain – Sterile Processing		HR Approval: K Sawyer	Date: 8.2017

JOB SUMMARY

In concert with the Reprocessing Manager, the Reprocessing Coordinator is responsible for overseeing the entire range of reprocessing services for UW Health's associated outpatient facilities. The Reprocessing Coordinator will ensure that standards of operation for the many diverse locations under his/her purview are in compliance with the standards set by all regulatory agencies.

The Reprocessing Coordinator is responsible for his/her continued education in the field of reprocessing operations and equipment through education, literature and seminars. The incumbent will provide instructions and/or in-services on new products, procedures and equipment to ensure the best possible support for our customers and the highest possible care for our patients.

Numerous internal and external relationships are involved in the performance of the duties of this position. The incumbent interacts daily with a wide variety of staff, disciplines and customers.

MAJOR RESPONSIBILITIES

- 1) The Reprocessing Coordinator will ensure that the policies, procedures, and practices comply with the standards established by all regulatory agencies.
- 2) Specific areas of oversight include outpatient facilities and instrumentation.
- 3) Maintain a spreadsheet detailing each facility's reprocessing personnel, equipment, practices, staff training, etc.
- 4) Conduct regular quality assurance audits (practices, records, etc.).
- 5) Develop and maintain policies and procedures taking into account particular equipment and responsibilities unique to each facility.
- 6) Review outpatient reprocessing operations and identify areas for operational efficiencies and where possible, consolidate reprocessing operations to centrally located facilities.
- 7) To ensure consistency across the organization, conduct regular training sessions using materials coordinated with the University Hospital Reprocessing Educator.
- 8) When possible, standardize equipment allowing policies and procedures to be standardized.
- 9) Evaluate all required employee competencies on an annual basis.
- 10) If a facility is found to not be in compliance with established policies and procedures, work with the facility manager to ensure compliance.
- 11) Audits the operation of cleaning, disinfection and sterilization equipment such as:
 - Cart washers
 - Sonic washers
 - Pasteurizers
 - Washer/Decontaminators
 - Tee Probe disinfectant
 - Medisafe
 - Steam sterilizers
 - Scope washers (Advantage, DSD201, DSD Edge) & Scope Buddy
- 12) Assists with all Patient Safety Net (PSN) investigations
- 13) Maintains knowledge of reprocessing standards, techniques, instrumentation and equipment through participation in professional organizations and attendance at relevant continuing education programs and conferences.
- 14) Assists in establishing and updating standards of supplies, chemicals and materials used in the area of responsibility. This includes sterile preparation, autoclaving, and operating room materials, preparing and submitting requisitions for non-inventory and inventory items, developing inventory standards and maintaining stock at the established levels, identifying items that are to be stored and withdrawn from the distribution area, and maintaining a list of unique items.
- 15) Develops professional and ethical relationships with customers, vendors and staff through communication and collaboration.
- 16) Interacts closely with the Infection Control, Risk Management and Safety departments to identify and mitigate potential patient safety issues.
- 17) Assist with development of departmental Operational and Capital budgets
- 18) Assists in the implementation of new technologies that are used in the reprocessing area as well as new instrumentation

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used for many types of procedures.

- 19) Maintains records in his/her area of responsibility to keep abreast of performance and achievement of departmental goals.
- 20) Follows-up on recalls if any items do not meet the standards for sterilization. This includes: verifying that autoclave cycles are complete; previewing the findings of microbiological spore tests with infectious disease staff; notifying all using departments of possible contamination of the items on the affected load; maintains appropriate documentation of actions taken to comply with regulatory agencies.
- 21) Initiates and develops programs that incorporate continuous improvement. Reviews processes, identifies opportunities for improvement and effects change.
- 22) Responsible for acting quickly, accurately and with a high level of expertise to address complex special projects which present themselves on a regular basis. Must organize human resources, prioritize job functions and establish necessary controls based on the requirements of the project. Requires close contact and continued cooperation with customers, along with significant systems maintenance.
- 23) Responsible for implementing and reinforcing the Mission, Vision and Values of UW Health.
- 24) Performs other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Bachelor's Degree.
Work Experience	Minimum	Three years of experience in reprocessing; including 6 months of progressively responsible lead or supervisory experience.
	Preferred	
Licenses & Certifications	Minimum	Professional Reprocessing certification (CRCST or CSPDT)
	Preferred	Registered Nurse
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated extensive knowledge of decontamination and sterilization techniques. • Experience and expertise with required information systems software and hardware such as instrument tracking programs (i.e. Censitrac) and Windows based applications. PeopleSoft experience desirable. RTLS (RFID) experience helpful. • Ability to work independently and as a team with: staff, department managers and medical faculty on sensitive clinical practice issues. • Excellent verbal and written communication skills. • Demonstrated team-building aptitude.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.