

UW HEALTH JOB DESCRIPTION

STERILE PROCESSING EDUCATION SPECIALIST

Job Code: 420006	FLSA Status: Non-Exempt	Mgt. Approval: J. Harper	Date: February 2024
Department: Across the System		HR Approval: S. Whitlock	Date: February 2024

JOB SUMMARY

The Sterile Processing Education Specialist is responsible for overseeing the education and certification for all Sterile Processing Technicians and Equipment Reprocessors at their respective location(s). The Sterile Processing Education Specialist will help ensure that standards of operation are in compliance with the standards set by all regulatory agencies.

Education activities include department orientation, initial training of sterile processing staff, certification training, ongoing education for recertification, mandatory UW Health training and vendor in-services.

The Sterile Processing Education Specialist requires wide-ranging knowledge of ever-changing instrumentation, equipment and techniques. An extensive Sterile Processing skill set is required for success in this position. The Sterile Processing Education Specialist is responsible for their continued education in the field of sterile processing 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.

MAJOR RESPONSIBILITIES

- Responsible for the effective and efficient education of the Sterile Processing staff at their respective location(s).
- Ensure that the policies, procedures and practices comply with the standards established by all regulatory agencies.
- Specific areas of educational oversight include: surgical instrumentation, outpatient instrumentation, patient care equipment, Respiratory Therapy equipment, etc.
- May support any or all Operating Room service lines.
- Educates on the cleaning, decontamination, inspection and assembly of a high variety of complex surgical instruments and instrument sets.
- Educates on the operation of cleaning, disinfection and sterilization equipment.
- Maintains knowledge of Sterile Processing standards, techniques, instrumentation and equipment through participation in professional organizations and attendance at relevant continuing education programs and conferences.
- Assists in establishing and updating standards of supplies, chemicals and materials used in the area of responsibility.
- Develops professional and ethical relationships with staff, customers and vendors through communication and collaboration.
- Interacts closely with the Surgical Services, Infection Control, Risk Management and Safety departments to identify and mitigate potential patient safety issues.
- May assist with development of departmental Operational and Capital budgets.
- Assists in the implementation of new technologies that are used in the Sterile Processing area, as well as new instrumentation used for many types of surgical procedures.
- Maintains records in their area of responsibility to keep abreast of performance and achievement of departmental goals.
- 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.
- Ensures the database of the instrument tracking system (ex. Censitrac) is maintained and accurate.
- Initiates and develops programs that incorporate continuous improvement. Reviews processes, identifies opportunities for improvement and affects change.
- Attend meetings representing management staff, when necessary.
- May assist management with interviewing applicants.
- May assist management with the following items: oversee daily tasks, conduct huddles, help staff work through issues, assist OR management and employees, equipment maintenance issues, etc.
- Assist with all Patient Safety Net (PSN) investigations.
- 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.
- Performs other duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Post-secondary education.
Work Experience	Minimum	Two (2) years Sterile Reprocessing experience.
	Preferred	Five (5) years' experience in Sterile Processing, including experience as a trainer or educator.
Licenses & Certifications	Minimum	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or HSPA as a Certified Registered Central Service Technician.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrate high degree of professionalism and service excellence. • Excellent communication skills, both written and verbal as well as ability to present to both large and small groups. • Ability to effectively educate adult learners. • Ability to work in a self-directed environment with minimal supervision. • Basic knowledge of AAMI and AORN standards • Excellent organizational skills. • Ability to work independently, self-motivate and motivate others. • Ability to meet deadlines. • Ability to multi-task. • Working knowledge of software, including e-mail, word processing, database, spreadsheet and workforce education programs.

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
<input type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	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#

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	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.