

## UW HEALTH JOB DESCRIPTION

### Sterile Processing Specialist

<b>Job Code: 420010</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: Scheuer, Johnson</b>	<b>Date: 8.2017</b>
<b>Department : Across the System</b>		<b>HR Approval: K Sawyer</b>	<b>Date: 8.2017</b>

### JOB SUMMARY

The Reprocessing Specialist assists the supervisory staff in assuring processes, policies and work rules are adhered to,. The incumbent may serve on committees and be assigned to complex projects. Requires full scope of knowledge to perform all aspects of Reprocessing at an advanced level, with little supervision.

In concert with Reprocessing management, the Reprocessing Specialist is responsible for the entire range of reprocessing services at their assigned location, which could be: the University Hospital, American Family Children's Hospital, Digestive Health Center, The American Center, Madison Surgery Center or associated outpatient facilities. The Sterile Processing Specialist 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.

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 Specialist will ensure that the policies, procedures and practices comply with the standards established by all regulatory agencies.
- 2) Adapts to the operational needs of customers requiring:
  - 24/7/365 operation
  - Emergent surgical cases
  - On-call status
- 3) Specific areas of work may include: surgical instrumentation, outpatient instrumentation, patient care equipment (IV pumps, epidural pumps, SCDs, etc.), Respiratory Therapy equipment, etc.
- 4) May support any or all of the following OR service lines:
  - Anesthesia
  - Burn
  - Perfusion
  - Cardiovascular
  - Thoracic
  - ENT
  - Ophthalmology
  - Plastics
  - Trauma
  - General surgery
  - Urology, Kidney, & Liver transplant
  - OB/Gynecology
  - Neurosurgery
  - Orthopedics
  - Peripheral Vascular
- 5) 7) May clean, decontaminate, inspect and assemble a high variety of complex surgical instruments and instrument sets; which may include any or all of the below:
  - Complex endoscopes such as duodenoscopes, sigmoidoscopes and colonoscopes
  - Da Vinci robotic instruments
  - Organ transplant instruments
  - Delicate ophthalmic instruments
- 6) May independently own the operation and troubleshooting of cleaning, disinfection and sterilization equipment such as:
  - Cart washers
  - Sonic washers
  - Pasteurizers
  - Washer/Decontaminators
  - Tee Probe disinfectant

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- Medisafe
  - Steam sterilizers
  - Hydrogen Peroxide (H<sub>2</sub>O<sub>2</sub>) sterilizers
  - Ethylene Oxide (EtO) sterilizers
  - Scope washers (Advantage, DSD201, DSD Edge) & Scope Buddy
- 7) Assists with all Patient Safety Net (PSN) investigations
  - 8) May process instruments and medical devices from various research accounts, laboratories and non-affiliated customers.
  - 9) Advises customers on proper cleaning, packaging and sterilization techniques appropriate to the items being reprocessed
  - 10) Determines the appropriate reprocessing method for the materials received
  - 11) Ensures tracking paperwork and customer charges are correct
  - 12) Maintains an audit trail for Reprocessing budget and accountability purposes
  - 13) Maintains compliance with quality assurance measures.
  - 14) Develops professional and ethical relationships with staff, customers and vendors, through communication and collaboration.
  - 15) Maintains records in his/her area of responsibility to keep abreast of performance and achievement of departmental goals.
  - 16) 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.
  - 17) Establish, approve and update contents and procedures for preparation of all instrument trays. This includes: meeting and verifying contents with the users, creating updates product cards and listings, acquiring new components for inventory, arranging for training of staff on changes including user and distribution staff.
  - 18) May ensure the data base of the instrument tracking system (Ex. Censitrac) is maintained and accurate.
  - 19) Identifies personal training needs and collaborates with his/her Reprocessing Education Specialist, Supervisor or Manager to seek guidance on maintaining education and certification.
  - 20) 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 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.
  - 21) Responsible for implementing and reinforcing the Mission, Vision and Values of UW Health.
  - 22) 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	
Work Experience	Minimum	Two years reprocessing experience.
	Preferred	
Licenses & Certifications	Minimum	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSPM as a Certified Registered Central Service Technician
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> <li>• Must be able to stand for entire shift.</li> <li>• Ability to maintain productivity standards.</li> <li>• Demonstrated technical knowledge of sterile processing.</li> <li>• Excellent communication, customer service, human relations and interpersonal skills.</li> <li>• Ability to train, motivate and lead the work of others and identify areas in need of improvement, when necessary.</li> <li>• Excellent organizational skills, detail oriented and self-motivated to complete duties in a timely manner.</li> <li>• Ability to read, write and speak English proficiently.</li> <li>• Basic mechanical ability.</li> <li>• Ability to follow instructions.</li> <li>• Basic mathematical skills.</li> <li>• Basic judgment and logic skills.</li> <li>• Knowledge of and ability to follow safety principles.</li> <li>• Knowledge of the calendar.</li> </ul>		

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- Ability to differentiate colors.

### 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"/>	<b>Sedentary:</b> 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"/>	<b>Light:</b> 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	<b>Medium:</b> 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#
<input type="checkbox"/>	<b>Heavy:</b> 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#
<input type="checkbox"/>	<b>Very Heavy:</b> 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.