

UW HEALTH JOB DESCRIPTION

STERILE PROCESSING TECHNICIAN II

Job Code: 420001	FLSA Status: Non-Exempt	Mgt. Approval: Scheuer Shaffer, Johnson, Jordan	Date: 8.2017
Department : Across the System		HR Approval: K Sawyer	Date: 8.2017

JOB SUMMARY

The Sterile Processing Technician II is responsible for effective and efficient decontamination, cleaning, sterilization and reprocessing of patient equipment, surgical instrumentation and medical supplies. Working under general supervision, this position exercises independent judgment.

The Sterile Processing Technician II may be assigned to any of the following locations: The University Hospital, American Family Children's Hospital, Digestive Health Center, The American Center, Madison Surgery Center, Transformations or associated outpatient facilities. The Sterile Processing Technician II requires wide-ranging knowledge of ever-changing instrumentation, equipment and techniques. An extensive Reprocessing skill set is required for success in this position.

MAJOR RESPONSIBILITIES

- 1) Specific areas of work may include surgical instrumentation, outpatient instrumentation, patient care equipment (IV pumps, epidural pumps, SCDs, etc.), Respiratory Therapy equipment, etc.
- 2) On weekends and holidays, may lead other employees and prepare staffing schedules, to provide coverage for assigned shifts
- 3) 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) 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
- 5) May operate and troubleshoot cleaning, disinfection and sterilization equipment such as:
 - Cart washers
 - Sonic washers
 - Pasteurizers
 - Washer/Decontaminators
 - Tee Probe disinfectant
 - Medisafe
 - Steam sterilizers
 - Hydrogen Peroxide (H2O2) sterilizers
 - Ethylene Oxide (EtO) sterilizers
 - Scope washers (Advantage, DSD201, DSD Edge) & Scope Buddy
- 6) Sterilizer operation may include:
 - Proficient in loading procedures and interpretation of the various graphs, printouts, biological tests, and integrators

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- Cleans the autoclave doors, gaskets, and drains daily
 - Identifies problems of the sterilization equipment by review of the machine's output and initiates corrective action
- 7) Operation of other equipment may include:
- Proficient in the operation of washer decontaminators, sonic cleaners, and endoscopic lumen cleaners
 - Proficient in the use of pasteurizer and automatic endoscope reprocessor for high level disinfection
 - Proficient in the operation of all decontamination equipment and ensuring accurate cycles
- 8) Completes the autoclave records, places the biological tests and integrators on each load and takes finished loads to cooling locations.
- 9) May maintain inventory and supply of instruments:
- After the sterilizing process. Consistently and accurately transfer sterile items to the sterile storage area and safeguard the integrity of sterile supplies through proper handling.
 - Consistently maintain shelf-life awareness, rotate stock and ensure outdated items are pulled.
 - Maintain and updating instrument/supply inventory lists.
 - Demonstrate knowledge of multiple implant systems, inventory these systems and communicate any needs to Purchasing.
 - Assist with monitoring/tracking non-sterile inventory to ensure replacement supplies are available when needed.
 - Order and stock all reprocessing supplies.
- 10) May process instruments and medical devices from various research accounts, laboratories and non-affiliated customers.
- Advises customers on proper cleaning, packaging and sterilization techniques appropriate to the items being reprocessed
 - Determines the appropriate reprocessing method for the materials received
 - Ensures tracking paperwork and customer charges are correct
 - Maintains an audit trail for Reprocessing budget and accountability purposes
- 11) Maintains compliance with quality assurance measures.
- 12) Ensures the data base of the instrument tracking system (Ex: Censitrac) is maintained and accurate.
- 13) Responsible for implementing and reinforcing the Mission, Vision and Values of UW Health.
- 14) 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	One year experience in reprocessing.
	Preferred	
Licenses & Certifications	Minimum	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSCMM as a Certified Registered Central Service Technician is required.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Must be able to stand for entire shift. • Ability to maintain productivity standards. • Excellent communication, customer service, human relations and interpersonal skills. • Excellent organizational skills, detail oriented and self-motivated to complete duties in a timely manner. • Ability to read, write and speak English proficiently. • Basic mechanical ability. • Ability to follow instructions. • Basic mathematical skills. • Basic judgment and logic skills. • Knowledge of and ability to follow safety principles. • Knowledge of the calendar. • Ability to differentiate colors. •

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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#
<input type="checkbox"/>	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#
<input type="checkbox"/>	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.