

## UW HEALTH JOB DESCRIPTION

### TSC BUYING & REPROCESSING TECHNICIAN

<b>Job Code:</b> 420016	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> L. Lehan	<b>Date:</b> 4/2019
<b>Department:</b> TSC		<b>HR Approval:</b> KS	<b>Date:</b> 4/2019

### JOB SUMMARY

The Transformations Surgery Center (TSC) Buying & Reprocessing Specialist ensures processes, policies and work rules are adhered to, per regulatory guidelines. The incumbent may serve on committees and be assigned to complex projects. Requires full scope of knowledge to perform all aspects of Reprocessing and Purchasing at an advanced level, with little supervision.

In concert with Clinic Management, the TSC Buying & Reprocessing Specialist is responsible for the entire range of reprocessing and purchasing functions. Numerous internal and external relationships are involved in performing the duties of this position. The incumbent interacts daily with a wide variety of staff, disciplines and customers.

### MAJOR RESPONSIBILITIES

1. Clean, decontaminate, inspect and assemble a high variety of complex surgical instruments and instrument sets. This includes troubleshooting and leveraging vendor partnerships for repairs and/or preventative maintenance of equipment.
2. Responsible for documenting and filing all appropriate paperwork, as it relates to reprocessing compliance audits.
3. Performs all purchasing, receiving, invoicing, requisitioning, special orders, inventory discrepancies, and restocking functions for TSC.
4. Maintain consistent cycle count routines. Ensure that all supplies are in stock for scheduled surgeries, to meet patient needs.
5. Primary point of contact with vendors to maintain supplies.
6. Follow-up on work error reports, preference cards, and backorders.
7. Enter patient charges and or codes into posting report related to implants logs.
8. 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	Buying or Purchasing experience
Licenses & Certifications	Minimum	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSCMM 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> <li>• Ability to differentiate colors.</li> </ul>

## UW HEALTH JOB DESCRIPTION

### 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 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 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.