

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 4780
Grade: 11
FLSA: Non-Exempt

Standard Job Description

Job Title
Sterile Processing Technician

Department
Perioperative

Job Summary

Under supervision, receives and processes incoming instruments, performs cleaning and sterilizing duties, and restocks packs of supplies, linens and instruments in the Main Operating Rooms (MOR) sterile processing area of John H. Stroger, Jr. Hospital. Prepares operating room surgical procedure carts as necessary to meet surgical procedure needs in a timely manner. Applies age specific standards when preparing setups and surgical trays. Provide and maintain a safe environment and report hazards or potential hazards promptly. Perform other duties as assigned.

Typical Duties

- Completes tasks related to processing supplies and equipment and performing cleaning and sterilization duties.
- Identifies and separates instruments into those which can be routinely decontaminated from those which need special handling based on knowledge of item composition and construction.
- Identifies and decontaminates reprocessable items according to established Cook County Hospital Policies and Procedures, i.e. washes, cleans, sterilizes.
- Maintains Standard Precautions in the handling of contaminated items
- Inspects and evaluates operability of instruments.
- Obtains additional items necessary to reassemble trays.
- Packages and labels trays appropriately and accurately.
- Identifies and separates items for appropriate sterilization, i.e. steam, gas (ethylene oxide), other.
- Cleans, packages and labels single and/or multiple items in paper/plastic pouches
- Conducts and monitors sterilization process for all items.
- Notifies RN of any complications in conditions of sterilization.
- Ensures appropriate temperature control of all items.
- Prepares operating room surgical procedure carts as necessary to meet surgical procedure needs in a timely manner.
- Performs accurate count of instruments and documents accurately.
- Applies age specific standards when preparing setups and surgical trays, i.e. additional linen for geriatric patients, diapers, smaller instruments, etc.
- Develops and maintains knowledge in identification, care, and handling of operating room instruments and equipment.
- Performs biological and chemical monitoring in accordance with quality assurance standards.
- Recognizes perimeters for sterilization by graphs and or biological monitoring.
- Assists in the development and maintenance of protocols for processing specialty instruments and equipment.
- Maintains cleanliness of work area as mandated by Infection Control.
- Cleans Autoclaves according to protocol and maintains appropriate log documentation.

Typical Duties continued

- Identifies and communicates requests for new instruments and for replacement of broken or lost instruments and equipment. Initiate request for additional instrumentation as necessary.
- Stores sterile and unsterile instruments, equipment, and supplies in designated areas.
- Identifies expired and/or contaminated items and prepares for reprocessing.
- Performs stock rotation to insure current on sterile items.
- Maintains inventory in processing storage areas, including equipment.
- Assumes responsibilities in general sterile storeroom as assigned
- Selects instruments, equipment, and supplies from sterile and unsterile area based on knowledge of surgical procedures and material requirements.
- Ensure confidentiality is maintained in all patient related information.
- Disseminates information regarding availability of supplies, instruments and other patient sterile processing needs to all operating room personnel.
- Contributes to the development of programs and policies through participation in weekly staff education programs.
- Participates in multidisciplinary efforts to promote improvements for patient care.
- Prevents potential violations and acts to correct any recognized violations of patient rights.
- Provides and maintains a safe environment and promptly reports hazards and potential hazards.
- Applies the principles of infection control (standard-based and transmission-based precaution), Asepsis, and Safety.
- Participates in interdisciplinary committees regarding supply and instrumentation needs of specialty service
- Plans and conducts in-service programs in area of special expertise; helps evaluate effectiveness of educational programs.
- Attends annual mandatory classes as required.
- Adheres to hospital/departmental policies and procedures.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Sterile Processing Manager

Minimum Qualifications

- High School Diploma or GED
- Graduate of a Sterile Processing Program
- Current Certification in Sterile Processing and Distribution

Preferred Qualifications

- One (1) year of previous sterile processing experience

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge and understanding of sterile processing practices including instrument terminology and anatomy
- Knowledge and understanding of sterilization methods, cycles and parameters
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrated attention to detail, accuracy and precision
- Ability to read, understand and follow written and verbal instructions and procedures.
- Ability to function autonomously and as a team member in a multidisciplinary team

