



**Job Code:** 6930

**Grade:** 12

**HCWR:** N

**Job Title**

Sterile Processing Technician-Cert

**Department**

Sterile Processing & Distribution (SPD) Services

**Job Summary**

Under supervision, receives and processes incoming instruments, equipment, performs cleaning and sterilizing duties, and restocks packs of supplies, linens and instruments in the Main Operating Rooms (MOR) Sterile Processing area and Endoscopy Department of John H. Stroger, Jr. Hospital. Prepares operating room surgical procedures carts as necessary to meet procedural 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, performing cleaning, sterilization, and high-level disinfection (HLD) duties.
- Uses IMPRESS instrument and tray tracking system in all areas
- 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 reprocessible 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 or HLD, i.e., steam, hydrogen peroxide, Rapicide, or other.
- Cleans, packages and labels single and/or multiple items in paper/plastic pouches
- Conducts and monitors sterilization and HLD process for all items.
- Notifies appropriate staff of any complications in conditions of sterilization or HLD.
- 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 and endoscopy instruments and equipment.
- Performs biological and chemical monitoring in accordance with quality assurance standards.
- Recognizes parameters for sterilization and HLD by graphs and/or biological monitoring.
- Assists in the development and maintenance of protocols for processing specialty instruments and equipment.



**Typical Duties**

- Maintains cleanliness of work area as mandated by Infection Control.
- Cleans Autoclaves according to protocol and maintains appropriate log documentation
- 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.

**Minimum Qualifications**

- High School Diploma or GED
- Current Certification in Sterile Processing and Distribution

**Preferred Qualifications**

- One (1) year of previous Sterile Processing experience
- Graduate of a Sterile Processing Program

**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



**Knowledge, Skills, Abilities and Other Characteristics**

- 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
- Ability to adapt to change in workload.
- Ability to tolerate exposure to unpleasant noise, odor and temperature
- Ability to walk and stand for prolonged periods of up to twelve (12) hours
- Ability to bend, lift, push and pull up to thirty-five (35) lbs.
- Ability to see and hear clearly (including with correction)
- Ability to use a computer, scanner, and mouse

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**