



Job Code: 9565

Grade: 17

HCWR: N

Job Title

Sterile Processing and Distribution Instrument
Coordinator

Department

Sterile Processing & Distribution

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Sterile Processing and Distribution Instrument Coordinator provides support and coordination regarding instrument management functions to include purchasing, inventory, repair and maintenance including maintaining the instrument tracking system.

Typical Duties

- Review and maintains instrumentation inventory, repair and maintenance, and purchasing.
- Reviews and updates the instrument tracking system (ITS)
- Trains staff on use and operation of the ITS
- Maintains tray count sheets and develops change control work instructions
- Monitors system data for quality and accuracy
- Reports on missing and/or broken instruments.
- Communicates with staff and leadership for Sterile Processing and Distribution, instrument repair company, and Perioperative Services regarding instrument repair, maintenance, and order status. Receives approval to order and/or submit instruments for repair.
- Receives and sends out instruments requiring repair and maintenance and work with vendors to ensure quality and reviews cost control.
- Records receipt of repaired or new equipment ensuring repaired or new instruments are delivered to the correct location, tray, and staff upon receipt.
- Creates and implements work instructions of all activities within the instrument repair and maintenance program.
- Must be able to lift up to 50 pounds and able to push or pull a 100 plus pound cart
- Performs other duties as assigned.

Minimum Qualifications

- Associates degree from an accredited college or university
- Three (3) years of experience working in sterile processing and high-level disinfection
- One (1) year of experience training and/or educating staff
- Prior experience creating and/or developing quality improvement systems and processes
- Current certification as a Sterile Processing Technician (CBSPD or CRCST)
- Must be able to rotate days, nights, and weekends

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Five (5) years of experience working in sterile processing and high-level disinfection



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of surgical instrument management and tray tracking systems.
- Demonstrate knowledge and skills necessary to manage the decontamination and sterilization processes.
- Demonstrates competency in clinical judgment, select technical skills, and a knowledge base appropriate to Central Sterile Reprocessing/Supply.
- 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
- Excellent program development, management and leadership skills
- Strong customer service and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Demonstrate good computer and typing skills
- Ability to frequently lift up to 50 pounds
- Ability to push/pull 100 plus pounds
- Ability to act as a resource for staff in both Sterile Processing & Distribution and Operating Room regarding identification and assembly of specialty instrument trays and High-Level Disinfection.
- Ability to educate and train staff in all procedures regarding SPD responsibilities.
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to schedule and maintain department productivity in order to provide necessary services.
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to work flexible hours

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.

