

## **Sterile Processing Technician**

Department: Surgical Services  
Reports to: Director of Operations (DOO); OR  
Charge Nurse; SPD Supervisor  
Ages of Patients served: Age 2 through Geriatric

### **JOB SUMMARY**

Under the direction and supervision of the Director of Operations (DOO) & SPD Supervisor, the Sterile Processing Technician is responsible for performing all procedures related to the complete processing and distribution of all medical/surgical instrumentation, equipment and supplies.

### **JOB DUTIES & RESPONSIBILITIES**

1. Adhering to hospital and department policy and demonstrating constructive interpersonal relationships in all areas of communication
2. Assumes responsibility for own professional development and practice
3. Develops professional goals
4. Ensuring proper techniques and practices are used according to accepted standards of practice
5. Follows and adheres to all hospital policies & protocols
6. Practices within CMS, TJC, OSHA, CDC, AAMI, & other regulatory agencies
7. Critical thinking
  - Problem solving skills
  - Anticipates equipment and supply needs
  - Remains calm in emergent situations
  - Prioritizes and multi task
  - Time management
  - Flexible in dealing with change
  - Follows chain of command
8. Role Model
  - Positive Attitude
  - Demonstrates caring & compassion
  - Uses diplomacy in difficult situations
  - Addresses complaints in a professional manner
  - Team player- ability to work well in a team
  - Must be able to work independently
9. Testing, monitoring, and operating of all equipment within the Sterile Processing Department

Approved: Director of Human Resources; M. Munoz 08.29.2023

Approved: CEO; K. Kassahn 08.29.2023

10. Proper decontamination, assemble, prep & packaging, and sterilizing of all surgical instrumentation, equipment and supplies.
11. Assuring appropriate completion of quality control records. Maintaining clear, concise and accurate records as required by regulatory agencies.
12. Use of office equipment, computers, telephones, photocopier, scanner, & facsimile
13. Maintaining the cleanliness and orderliness of the department
14. Restock SPD supplies
15. Participating in and assuming accountability for information presented in department meetings and inservice programs.
16. Practice safe handling of equipment and supplies to reduce or eliminate mishandling and incorrect usage.
17. Must take part in an "on-call" rotation
18. Assisting in training new personnel in SPD
19. Accepting responsibility for all other related duties as assigned

## **JOB SPECIFICATIONS**

Minimum Education:	High school graduate. Must be able to understand written & verbal communications in English
Minimum Experience:	At least 6 months experience in an acute care hospital Central Processing Department required.
Required Course(s)/Training:	Graduate of Sterile Processing Technician training program
Required Certification/Registration:	Basic Life Support (BLS) American Heart Association CBSPD HSPA

### **Physical Requirements:**

For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions. Tasks listed below are considered to be essential functions of the job. Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job.

### **Body Movements**

- Sitting less than 30%
- Standing 75% or more
- Walking 75% or more

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- Lifting/carrying up to 25lbs. 50% or more
- Bending & stooping 50% or more
- Hand grip, wrist, & digital dexterity 80% or more
- Pushing/pulling 40% or more
- Normal vision range; Ability to distinguish letters, numbers, & symbols

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**Employee Signature**

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**Date**