

TAYLOR STATION SURGICAL CENTER

Job Description

Job Title: Central Sterile Tech

New Job: **Update:** X

Date written: December 1996

Revision Date (s): 08-01-03, 07-08-10, 06-17-15,8-25-22, 6/2024

Reviewed: 6-17-15,8-25-22, 6/2024

Department: Clinical

Job Summary

- In accordance with the mission of Taylor Station Surgical Center. The Central Sterile Coordinator will function in the spirit of teamwork, under the direction of the Clinical manager. The Central Sterile Coordinator is accountable for overseeing all aspects of acquisition and processing of surgical instrumentation needed for surgical procedures performed in the Center. Responsible and accountable for adherence to and monitoring of all regulatory standards for Central Sterile.

Job Qualifications (Knowledge, Skills, and Abilities)

- High School graduate or equivalent preferred.
- Must be able to read, write and count accurately and comprehend detailed instructions.
- Minimum of three (3) years progressive experience in a sterile processing department preferred.
- Be functionally familiar with surgical procedures and surgical instrumentation terminology and the supplies and instrumentation to support those procedures.
- Experience in computerized inventory and preference card systems.
- Must possess good manual dexterity.
- Self-motivated, accountable for own action, able to work with a minimum amount of supervision and able and willing to direct others.
- Possess good verbal and written communication skills and be willing to work in a team environment.
- Possess good organizational skills with the ability to handle multiple tasks simultaneously.

Job Relationships

Reports to:

- Director of Nursing

Indirectly Reports to:

- Assistant Nurse Manager

Supervises:

- None

Job Responsibilities

Essential Responsibilities:

- **Operations**
- Reviews surgical schedule in advance and requisitions and obtains needed instrument sets and supplies for all surgical cases in coordination with the Materials Manager.
- Organizes sets and supplies by surgical procedure for transportation to the OR suite.
- Obtains any additional supplies for the surgical team on an as needed basis.
- Properly cleans and sorts instruments.
- Processes, wraps and sterilizes instruments and supplies that remain at Taylor Station.
- Runs biologicals on sterilization equipment and records, checks and reports results in accordance with center policies.
- Notifies Clinical Manager or designee of any problems with instrument processing in a timely manner.

- Monitors and records temperature of biological incubators.
- Keeps complete and accurate records to validate proper functioning of sterilization equipment and proper sterility of instrumentation.
- Cross-trains and oversees the process when OR personnel orient and work in the Central Sterile area.
- Displays accountability and responsibility for the independent performance of assigned functions.
- Actively supports and participates in the self-managed work team environment.
- **Communication**
- Promptly assists in answering telephone, acknowledges, greets, and assists patients, visitors, staff and vendors entering the department.
- Communicates with other center employees to obtain, provide, or revise information.
- Communicates with vendors/sales representatives to obtain needed instruments, supplies, equipment.
- Proactively communicates with all staff members in an accurate and timely manner.
- **Human Performance**
- Participates in and fosters a performance improvement approach that includes both intradepartmental and interdepartmental activities.
- Displays accountability and responsibility for the performance of assigned functions.
- Responsible for maintaining knowledge and technical skills in order to operate, set-up and maintain all office equipment in the center to include housekeeping tools.
- Adheres to Taylor Station Surgical Center (TSSC) policies and procedures.
- **Initiative**
- Takes responsibility to facilitate improvements in patient services, staff/physician relationships and the working climate.
- Initiates and develops positive relationships with patients, visitors and other staff members, exhibiting respect, flexibility and cooperation at all times.
- **Performance Improvement**
- Participates actively in staff meetings, required in-services, and educational opportunities.
- Assists with orientation of new employees.
- Responsible for annual education requirements
- **Inventory/Vendors**
- Utilizes all TSSC resources in a cost effective manner.

Other Job Responsibilities:

- *Performs other related duties as assigned.*
- Responsible for compliance with Organizational Integrity through raising questions and promptly reporting actual or potential wrongdoing.
- Participates in and coordinates with organizational process to collect and evaluate information about hazards and safety practices that are used to identify safety management issues. Adheres to established policies and procedures, which may include wearing of personal protective equipment.
- Participates in and fosters a performance improvement approach that includes both intradepartmental and interdepartmental activities.

Potential Exposures Indicate if the position is exposed to the definite risk of bodily injury via:
(Click to check all that apply):

Exposure to Infectious Disease		Chemicals	
Electrical Equipment	X	Mechanical Equipment	X
Burns		Radiation Equipment	
Blood Contact	X	Other	
NONE			

Age Specific Criteria: These criteria should be checked to assure that the individual performing this job demonstrates competencies on the unit/in the department, appropriate to the age of patients served.
(Click to check all that apply):

Neonate (<1 month)		Adolescent (13 – 17 years)	X
Infant (1 month – 1 year)		Adult (18 – 64 years)	X
Pediatric (1 – 12 years)	X	Elderly/Geriatric (65+years)	X
N/A			

Equipment Used List any equipment used to perform functions of the position. This would include equipment requiring physical exertion (such as a vacuum cleaner), in addition to technical/clinical equipment that would require training for use.

- Sterilizers
- Instrument Washer
- PC
- Fax
- Multi-line phone
- Copier

Physical Demands/Requirements:
Demand/Requirement Frequency Key:

1) Not applicable	2) Up to 33% of the time
3) From 33-66% of the time	4) Over 66% of the time

Demand	Frequency Level	Comments/Specific Abilities (i.e. wt)
1. Mobility		
Standing	4	
Walking	4	
Sitting	2	
Bending/knees	2	
Bending/waist	2	
Kneeling	1	
Climbing	1	
Reaching	2	
2. Strength		
Lifting	2	
Carrying	2	
Pushing	2	
Pulling	2	
3. Dexterity		
Gross motor skills (handing/grasping)	2	CLEANING SCOPES/INSTRUMENTS
Fine motor skills	1	PC
Fingering/feeling	1	PC
4. Visual		
Acuity, near	2	
Acuity, far	1	

Depth perception	2	
Color differentiation	2	
Peripheral	2	
5. Hearing		
Normal conversation	2	
Faint sounds		
Other		
6. Other		
7. Personal Protective Equipment	3	GLOVES, GOWNS, GOGGLES, LEAD APRONS

Emotional/Psychological Factors: Public contact, deadlines, concentration, time-management, prioritization, teamwork environment, Grief, death

Reviewed and Approved by:

Prepared by: Linda Meikle RN Date: June 4, 2003

Reviewed by: Amy Dillon, Operations Manager Date: June 17, 2015
(Manager/Director)

Approved by: Board of Managers. Date: July 28, 2015
PAC/BOM

This job description is intended to describe the general content of and requirements for the performance of this job. It is not to be considered an exhaustive statement of duties, responsibilities, or requirements.