

CENTRAL SERVICE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this class is responsible for the disinfection of patient care equipment and the total processing of instruments for use in surgery and patient care areas. This includes decontamination, inspection, assembly, packaging, sterilization, storage and distribution. This classification differs from the Maintenance Laborer (Equipment) classification in that incumbents in the Central Service Technician classification are responsible for performing highly complex sterilization processes and have attained certification in Central Sterile Processing Techniques. Supervision is not a responsibility of this class, however, incumbents may train or provide guidance to Maintenance Laborers. Does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Cleans and terminally decontaminates surgical instruments and other reusable equipment, in accordance with established policies and procedures;

Prepares basins, graduate pitchers and all metals for sterilization to ensure visual residue is removed;

Loads, unloads and monitors progress of sterilizers;

Assembles and packages specialized instruments and sets according to established policies and instrument count sheets;

Inspects and determines if instruments are in acceptable condition (functional and properly cleaned, lubricated);

Pulls instruments and equipment not in acceptable condition and arranges for proper servicing, and notification that instrument/equipment has been removed from circulation;

Operates equipment such as decontamination, cart washers and sonic washers in accordance with established policies and procedures;

Distributes reusable equipment and/or instruments to the specific operating room suites upon request;

Prepares surgical case carts for surgical procedures following pick lists and ensures accuracy in assembly;

Checks and lubricates instruments, scopes, etc. to ensure proper functioning;

Edits contents of instrument trays, and pick lists as necessary and make data entry into computer system;

Participates in taking physical inventory of operating room equipment and supplies by counting amount and type of equipment and supplies, communication with appropriate personnel and logging inventory;

EXAMPLES OF WORK (Cont'd)

Maintains cleanliness and upkeep of work environment and equipment to ensure safety;

Triage daily surgical schedule and urgent list to ensure appropriate trays are processed and available;

Performs biological tests as indicated on all sterilizers, logs results, and interprets and records results to ensure appropriate action is taken and positive results are obtained;

Assists with on-the-job training/orientation of operating room personnel as requested;

Participates in Quality Assurance Audits, assists with documentation of the same;

Completes necessary requisition slips, equipment logs, change of shift logs, stock order requests to maintain continuously and ensure stock levels are maintained at all times;

Receives in-coming consignment supplies, implants and equipment, documents as necessary;

Prepares out-going consignments for pick-up, alerts supervisor of any discrepancies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of sterilization and decontamination processes; good knowledge of types of instruments, equipment and supplies needed to prepare surgical trays; good knowledge of all aspects of infection control and the principles of sterility; ability to operate sterilizers, ultrasonic cleaners, and washer sterilizers; ability to perform simple repairs and make simple adjustments to equipment; ability to identify malfunctions and take immediate corrective action; ability to read and understand written directions; ability to work well with others, ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact, reliability, accuracy and ability to work in stressful situations; physical conditions commensurate with the demands of the position.

MIMUMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of current certification as either: (1) a Certified Registered Central Service Technician (CRCST) by the International Association of Healthcare Central Service Material Management or (2) as a Certified Sterile Processing and Distribution Technician (CSPDT) by the Certification Board for Sterile Processing and Distribution.

SPECIAL REQUIREMENT: Possession of current certification as either a Certified Registered Central Service Technician (CRCST) by the International Association of Healthcare Central Service Material Management or (2) as a Certified Sterile Processing and Distribution Technician (CSPDT) by the Certification Board for Sterile Processing and Distribution must be maintained throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C3034
Job Group: V